

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/3/2017 1:51:47 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V Budget Tables update information-status

Got it-thanks for the update! Will let you know if I connect with anyone. Debbi

On Jul 3, 2017, at 9:30 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:21 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong,

Melissa <wong.melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07- needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael

<Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template

Ex. 5 - Deliberative

Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/27/2017 9:53:15 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: Updated V/V Schedule

P.S. Thanks!

From: Bonner, Jerome
Sent: Tuesday, June 27, 2017 11:29 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: RE: Updated V/V Schedule

Hi Debbi

The tentative schedule reflects our previous conversations. No major concerns.

JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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From: Hart, Debbi
Sent: Tuesday, June 27, 2017 9:30 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/27/2017 11:20:15 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: June 27, 2017 at 7:19:56 AM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Terris, Carol" <Terris.Carol@epa.gov>
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Let us find out who on OMB's side will be attending. If only Mulligan level we can deliver.
Debbi

Sent from my iPhone

On Jun 26, 2017, at 10:19 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Loretta. Do you think they are looking for me to do the briefing?

On Jun 26, 2017, at 5:46 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Donna,

OMB wants to meet with EPA to discuss the agency's business case.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Sent: Monday, June 26, 2017 5:31 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; McNeal, Detha
<McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>;
Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J.
Mulligan, James S. Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Thursday, June 22, 2017 6:52 PM
To: Hickey, Mike J. Ex. 6 - Personal Privacy
Mahoney, Michael J <Mike.Mahoney@opm.gov>; Snowden, Gregory A
<Gregory.Snowden@opm.gov>; Coleman, Darrell E
<Darrell.Coleman@opm.gov>; Thornton, Cathryn
<Cathryn.Thornton@opm.gov>; Butler, Monica
<Monica.Butler@opm.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy
Ex. 6 - Personal Privacy
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary
<parker.gary@epa.gov>; Schulman, Marvin
<Schulman.Marvin@epa.gov>; McNeal, Detha
<McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 22, 2017 6:48 PM

To: 'Hickey, Mike J.'

Ex. 6 - Personal Privacy

'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Snowden, Gregory

A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E

<Darrell.Coleman@opm.gov>; Thornton, Cathryn

<Cathryn.Thornton@opm.gov>; Butler, Monica

<Monica.Butler@opm.gov>; 'Andrea L. Grossman'

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary

<parker.gary@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; McNeal, Detha

<McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process The documents attached should replace documents

#4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 1:09:39 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]
Subject: RE: How about his?

But of course—you are good at it!

From: Cooper, Marian
Sent: Thursday, June 29, 2017 8:53 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: How about his?

You are right. Thanks for letting me edit.

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hart, Debbi
Sent: Thursday, June 29, 2017 8:52 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: RE: How about his?
Importance: High

Much better! Thank you! One tweak—affected employees?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 29, 2017 8:49 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: How about his?

On June 28, 2017, agency representatives met with the Office of Management and Budget regarding the EPA's VERA/VSIP (early-out buy-out) business case. The meeting went well; OMB did not have any major issues with the business case. OARM, with assistance from OCFO, will be reaching out to program and regional offices to get more detailed office-level cost estimates to ensure consistency among the offices. The agency is still on track to offer VERA/VSIPs to a limited number of employees in early to mid-July. EPA management will be communicating with the effected employees as soon as the business case is approved.

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hart, Debbi

Sent: Thursday, June 29, 2017 8:33 AM

To: Bell, Matthew <Bell.Matthew@epa.gov>

Cc: Cooper, Marian <Cooper.Marian@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: V/V Quick Write up for the OARM weekly report

Importance: High

How's this?

The Office of Management and Budget convened a meeting with the VERA/VSIP team on 6/28/17 to review and discuss the agency's submission. The meeting went well with no showstoppers identified. Some follow up is required on office-level cost estimates to ensure consistency which will be addressed in short order with OCFO assistance.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bell, Matthew

Sent: Wednesday, June 28, 2017 4:09 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Cooper, Marian <Cooper.Marian@epa.gov>

Subject: V/V Quick Write up for the OARM weekly report

Hi Debbi,

Can you give us a quick write-up about the OMB meeting you just returned from regarding VERA/VSIP (why, what, result, etc.)? We'd like to include in the OARM weekly report.

A response within the next couple hours or by 8am tomorrow is needed. Sorry for the quick turnaround time.

Thanks.

Sincerely,

Matthew Bell

Special Assistant

Office of Administration and Resources Management

U.S. Environmental Protection Agency

(202)564-3282

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/3/2017 1:21:03 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <wong.melissa@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Ex. 5 - Deliberative Process

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template,

Ex. 5 - Del Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1

617-918-1619

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 8:00:50 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Updated R6 V/V Justification including budget information
Attachments: R6 VV Justification (w-Budget Tables) 6-30-17.docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hill, Troy
Sent: Friday, June 30, 2017 3:43 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>
Subject: Updated R6 V/V Justification including budget information

Debbi, Carol and Loretta,

Attached is an updated V/V justification for Region 6 including budget information. If you have any questions please let us know.

Regards,

Troy

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 7:59:19 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Region 8's updated V/V numbers
Attachments: v and v budget information tables v3 for HQ July 3 2017 R8.docx

Don't think this one changed except for budget tables but not sure!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Fowler, Joshua
Sent: Monday, July 03, 2017 2:08 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Region 8's updated V/V numbers

Saw you were not cc'd.

Josh Fowler
Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
720-287-9266 (cell)

From: Greenwald, Beth
Sent: Monday, July 3, 2017 12:07 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fowler, Joshua <Fowler.Joshua@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Poetter, Joe <poetter.joe@epa.gov>
Subject: Region 8's updated V/V numbers

Hi, Carol and Janet – attached is Region 8's updated chart for the VERA/VSIP package.

Please let me know if you have questions (I'm in the office for a couple more hours), or you can contact Joe Poetter (303-312-6186) on Wednesday, July 5th, or Ben Bielenberg (303-312-6771) on July 6th.

Thanks! ☺

Beth

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 7:54:12 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: V/V Budget Tables update information-status
Attachments: Office of Water VERA and VSIP Justification with Budget Final 07-03-17.docx

OW is one that upated.

From: Erickson, Amber
Sent: Monday, July 03, 2017 2:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Hi all,

I'm forwarding OW's revised VERA/VSIP budget template that we submitted to OCFO. Based on the additional guidance from OCFO, we eliminated Attachment 4 from our package and included all calculations in the footnotes of our business case. Please let me know if you have questions or need anything additional.

Have a great holiday,
Amber

From: Erickson, Amber
Sent: Monday, July 3, 2017 1:57 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fontaine, Tim <Fontaine.Tim@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Hi Janet,

OW's revised template is attached; please let me know if you have questions or need any additional edits. Thanks for the additional guidance you provided.
Amber

From: Fontaine, Tim
Sent: Monday, July 3, 2017 8:43 AM
To: Erickson, Amber <Erickson.Amber@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Woods, Terry <Woods.Terry@epa.gov>; Spraul, Greg <Spraul.Greg@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Amber,

Wanted to make sure you got this additional guidance on foot notes.

Tim Fontaine
EPA Office of Water
(202) 564-0318

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: Fontaine, Tim <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <Wong.Melissa@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Ex. 5 - Deliberative Process

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Remmers, Janet
Sent: Friday, June 30, 2017 5:42 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: RE: V/V Budget Tables update information

Status update on the V/V Budget Tables submissions:

We have half of the offices' submissions.

We hope to have this completed by Monday, July 3rd. For those still outstanding, please let me know if have questions.

Still need:

Ex. 5 - Deliberative Process

We have updated Budget Tables from the following:

Ex. 5 - Deliberative Process

Thanks

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcm Manus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template,

Ex. 5 Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/25/2017 4:19:00 PM
To: Parker, Gary [parker.gary@epa.gov]
Subject: FW: VERA VSIP Applications Received

From: Helm, Arron
Sent: Tuesday, July 25, 2017 12:11 PM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP Applications Received

From: Ashley, Cheryl
Sent: Tuesday, July 25, 2017 12:09 PM
To: Bowman, Chelsea <bowman.chelsea@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: VERA VSIP Applications Received

As of 12:05 this afternoon, 453 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

ALL by HR SSC

HR Shared Service Center	Total	
Cincinnati	Ex. 5 - Deliberative Process	
ERD		
Las Vegas		
RTP		

Program or Region		
AO		
OAR		
OARM		
OCFO		
OCSPP		
OECA		
OEI		
OGC		
OITA		
OLEM		
ORD		
OW		
Region 1	Ex. 5 - Deliberative Process	
Region 10		
Region 2		
Region 3		
Region 4		
Region 5		
Region 6		
Region 7		
Region 8		
Region 9		

Cheryl Ashley, PHR

Lead Human Resources Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, North Carolina 27711
919-541-0347
919-541-2186 (FAX)
ashley.cheryl@epa.gov



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/19/2017 4:32:49 PM
To: Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V - request from the COS

THX

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary
Sent: Wednesday, July 19, 2017 10:55 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V - request from the COS

Debbi,

I confirmed with different offices that the number for retirement eligibles are with the total population of each office. So our number is of total permanent population.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 10:52 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V - request from the COS
Importance: High

I'm not working this piece in bc it doesn't seem to flow with the rest.

Of EPA's permanent workforce are VSIP eligible and are VERA eligible. We conservatively estimate that approximately of the employees in the targeted positions pool are currently eligible to retire.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA

202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 8:50 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Yes. Thanks. Will check in on a break.

On Jul 19, 2017, at 8:42 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Checking in-- Is this all we are missing? (We are working on both items now.)

: Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Tuesday, July 18, 2017 6:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V - request from the COS
Importance: High

Donna, per our conversation

- The draft communication for Mike Flynn was sent in a separate email at 6:14 pm
- ORD "story" sent in a previous email at 5:00 pm.
- You already have ORD and OLEM's business cases.
- Examples of jobs with grades below
- Comparison of 2014 V/V to 2015 V/V forthcoming
- Number of people eligible to retire (early or optional) in the pool to be sent by PPTD 7/19
- Number of Superfund positions (Remedial Project Managers and On Scene Coordinators broken out by AA-ship/Region) to be sent by PPTD 7/19

Examples of targeted positions

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, July 18, 2017 3:37 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Flynn, Mike <Flynn.Mike@epa.gov>
Subject: V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

Ex. 5 - Deliberative Process

Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/19/2017 3:48:38 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: V/V - request from the COS

K- how much time do I have?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Not sure that is a good example. If we can't find one we should delete the billet

On Jul 19, 2017, at 11:47 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Still looking for one—

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

I wouldn't know what to say if asked what we mean by reducing the number of programs. Can you put in an example

On Jul 19, 2017, at 11:32 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Try this. And what about last paragraph—are we going with his numbers?

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:25 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Ex. 5 - Deliberative Process

Also on the OECA example can you put in a few position types

On Jul 19, 2017, at 11:16 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

See if this works.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

**

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:01 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Yes

On Jul 19, 2017, at 11:00 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Crap—did you want me to add more details about previous rounds of V/V to second paragraph? Will draft something now just in case.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 10:58 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>

Subject: RE: V/V - request from the COS

Importance: High

Is this getting there? Do you want more examples?
What was decided on last paragraph?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 9:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Here are some of my thoughts on poisons we can
weave into the briefing paper

- OCFO will eliminate some clerk, secretary and technician positions where the skills are no longer needed.
- a region will reduce the number of higher graded non-supervisory environmental protection specialists

On Jul 19, 2017, at 9:34 AM, Hart, Debbi
<Hart.Debbi@epa.gov> wrote:

See below. I received your updated
summary and will work on beefing it up
next.

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 8:43 AM
To: Vizian, Donna
<Vizian.Donna@epa.gov>
Subject: FW: V/V - request from the COS
Importance: High

Checking in-- Is this all we are missing?
(We are working on both items now.)

- Number of people eligible to retire (early or optional) in the pool (VERA eligibles: 3,654; VSIP eligibles 3,135). I

confirmed with Jason that we did not collect regular/optional retirement as a subset of our VSIP population. We're going to look into making some sort of estimate based on percentage of workforce that is currently retirement eligible ----- will need to be caveated.

- Number of Superfund positions (Remedial Project Managers and On Scene Coordinators broken out by AA-ship/Region) (Barry providing).

From: Hunt, Loretta
Sent: Tuesday, July 18, 2017 6:59 PM
To: Vizian, Donna
<Vizian.Donna@epa.gov>; Hart, Debbi
<Hart.Debbi@epa.gov>; Gray, Linda
<gray.linda@epa.gov>; Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
Cc: Parker, Gary
<parker.gary@epa.gov>
Subject: RE: V/V - request from the COS
Importance: High

Donna, per our conversation

- The draft communication for Mike Flynn was sent in a separate email at 6:14 pm
- ORD "story" sent in a previous email at 5:00 pm.
- You already have ORD and OLEM's business cases.
- Examples of jobs with grades below
- Comparison of 2014 V/V to 2015 V/V forthcoming
- Number of people eligible to retire (early or optional) in the pool to be sent by PPTD 7/19
- Number of Superfund positions (Remedial Project Managers and On Scene Coordinators broken out by AA-ship/Region) to be sent by PPTD 7/19

Examples of targeted positions

OCFO wants to:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, July 18, 2017 3:37 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>;
Gray, Linda <gray.linda@epa.gov>;
Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
Cc: Flynn, Mike <Flynn.Mike@epa.gov>
Subject: V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

- A communication from Mike Flynn to all employees reminding them that the application period is open. Like it to go out tomorrow
- I need the OLEM and ORD business cases
- He would like examples of jobs (in English) and grades in the package. Can we get the number of people eligible to retire in the pool?
- Also need a description of what was in our packages last time

around added to the
attached. Please do in track
changes so he can see it

- Need to tell a story about
ORD. Let me know if you have
any ideas.

Need ASAP – mid-morning tomorrow
the latest. Sorry for the quick turn-
around and thanks

<VERA VSIP edit COS July2017docx (002).docx>

<VERA VSIP edit COS July2017docx (002).docx>

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/20/2017 1:41:10 AM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: VERA VSIP Applications Receiv

Getting close to my estimate-- just sayin'

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 19, 2017 at 5:10:40 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

ALL by HR SSC

HR Shared Service Center	Total
Cincinnati	Ex. 5 - Deliberative Process
ERD	
Las Vegas	
RTP	

Program or Region	
AO	
OAR	
OARM	
OCFO	
OCSPP	
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	

Ex. 5 - Deliberative Process

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 3/29/2017 8:47:36 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: VERA-VSIP Amendment
Attachments: 1738_001.pdf

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Curtis, Lewis
Sent: Monday, March 10, 2014 8:30 AM
To: Kantrowitz, Susan <Kantrowitz.Susan@epa.gov>; Freeman, Angela <Freeman.Angela@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA-VSIP Amendment

This just came in from Region 6.
-Lewis

Lewis Curtis, Jr.
HR Specialist (Policy)
Human Resources Policy Division
U.S. Environmental Protection Agency
202-564-8548
202-564-7879 (fax)

From: Coleman, Sam
Sent: Friday, March 07, 2014 5:55 PM
To: Curtis, Lewis
Cc: McDonald, James; Tuttle, Ross; Coleman, Sam; Hart, Debbi; Hunt, Loretta
Subject: VERA-VSIP Amendment

Samuel Coleman, P.E.,
Deputy Regional Administrator
coleman.sam@epa.gov
214.665.2100
214.665.3110 Direct

Ex. 6 - Personal Privacy Cell

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 4/13/2017 6:50:29 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: updated PowerPoint
Attachments: VERA-VSIP Overview Presentation April2017.pptx

Based on our discussions I tweaked a little more. Changes in red.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/21/2017 7:34:36 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Follow-up on recent V/V question

Crap. Max offers are affected? By 1? Did Vicki talk with you?

Sent from my iPhone

On Jun 21, 2017, at 2:48 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Sooo, removing the position requires adjusting the business case, max offers, budget and spreadsheet. Vicki is working to submit the updated information as soon as possible.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, June 21, 2017 8:54 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Follow-up on recent V/V question

Vicki, I assume this doesn't impact the business case or V/V max offers, only the spreadsheet and targeted # of positions?

If so, please identify the position so PPTD can update our files. Thanks.

Sent from my iPhone

On Jun 20, 2017, at 8:11 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Loretta,
I have consulted with R9 LER and they agree that including this position based upon the information received to date would not be prudent. I'm very sorry that we had no idea that an investigation was underway until today. I would like this request to remove the positions from our VERA/VSIP submission similar to the internal controls established by EPA after being embarrassed that National Honor Award recipients approved by the Administrator were under investigation for misdeeds, hence the list of all NHA award nominees must be reviewed by the IG before the Administrator approves the final NHA recipients. I'm really sorry we have to do this. Fortunately, its only 1 VERA/VSIP offer and 1 position. If you can do the removal for R9 that would be fine too.

The position that should be removed is the 1 AIR Secretary, GS-8 position.

Regards, Vicki 2-3827

From: Lane, Vicki
Sent: Tuesday, June 20, 2017 3:37 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow-up on recent V/V question

The IG will be finalizing their report shortly after the July 4th holiday. The matter involves money that will need to be collected whether she is employed or not employed by EPA. The DRA does not want to allow an employee who will owe the government money to get a buyout.

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 2:48 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Follow-up on recent V/V question

Vicki,

Per the VSIP guide (section 13), in order to be ineligible for VSIP the incumbent must be *in receipt of a decision notice* of involuntary separation for misconduct or unacceptable performance.

How far along is the matter? If there's an only an investigation at this point, it might be premature to remove the employee from consideration. You should also discuss this with LERD for their perspective.

Call me if you need to discuss.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/21/2017 1:38:47 PM
To: Breneman, Sara [breneman.sara@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Possible correction to the R5 V/V package

Got it- we are looking at your piece now. Stay tuned. Debbi

Sent from my iPhone

> On Jun 20, 2017, at 9:42 PM, Breneman, Sara <breneman.sara@epa.gov> wrote:
>
> Debbi and Loretta,
>
> If it is possible to correct Region 5's package, here is a complete corrected submittal of the business case write-up. Please let me know if there is anything else I can do.
>
> Thanks,
> Sara
>
> -----Original Message-----
> From: Breneman, Sara [mailto:breneman.sara@epa.gov]
> Sent: Tuesday, June 20, 2017 5:13 PM
> To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
> Cc: Sanders, Amy <Sanders.Amy@epa.gov>
> Subject: Possible correction to the R5 V/V package
>
> Debbi and Loretta,
>
> I hate to do this to you, but one of our Division Directors caught a last minute typo in his Division's section of the write-up that unfortunately is substantive.

Ex. 5 - Deliberative Process

>
> Again, I am so sorry to be creating a last minute problem. Please let me know if you think there is a chance it could be corrected.
>
> Thanks,
> Sara
> 312-886-0243
> <R5 VV Business Case.6-21-17.docx>

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/16/2017 9:17:16 PM
To: Kuhns, Jason [kuhns.jason@epa.gov]
Subject: FW: VERA/VSIP

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Barber, Anthony
Sent: Friday, June 16, 2017 5:16 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Harmon, Russell <Harmon.Russell@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: VERA/VSIP

Please disregard my previous reply. I finally read your message better.

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 16, 2017, at 14:00, McNeal, Detha <McNeal.Detha@epa.gov> wrote:

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

I'm hoping that you're available to clarify something with R10's business case.

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/16/2017 12:22:34 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Vaughan, Pat [Vaughan.Pat@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: ORD VERA/VSIP Revised Charts

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 16, 2017, at 8:18 AM, Kuhns, Jason <Kuhns.Jason@epa.gov> wrote:

Pat,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Thursday, June 15, 2017 5:25 PM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: FW: ORD VERA/VSIP Revised Charts

And here it is! Somehow you were missed on distribution. Debbi

From: Vaughan, Pat
Sent: Thursday, June 15, 2017 5:23 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>
Subject: ORD VERA/VSIP Revised Charts

Debbi/Loretta,

Attached are ORD's revised charts.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I appreciate your patience as we made these changes. I know you are all swamped trying to get this completed. Please let me know if you have any questions.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

<Copy of Targeted Positions Template_2017-06-15.xlsx>

To: Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/15/2017 8:38:32 PM
Subject: FW: And one more...

FYI

From: Vizian, Donna
Sent: Thursday, June 15, 2017 4:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: And one more...

Good with this one

From: Hart, Debbi
Sent: Thursday, June 15, 2017 2:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: And one more...

That's it for now. Let me know what you think. THANKS!

XII. Office of Research and Development

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Budget Information

Ex. 5 - Deliberative Process

Table B – Estimated Savings for FY 2018 through FY 2019

Ex. 5 - Deliberative Process

Table B:

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Hart, Debbi
Sent: Thur 6/15/2017 8:38:22 PM
Subject: RE: And one more...

K- THX!

From: Vizian, Donna
Sent: Thursday, June 15, 2017 4:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: And one more...

Good with this one

From: Hart, Debbi
Sent: Thursday, June 15, 2017 2:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: And one more...

That's it for now. Let me know what you think. THANKS!

XII. Office of Research and Development

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Budget Information

Table A – Maximum Direct Costs for VERA/VSIP

of Targeted Positions for VSIP x \$25,000 183 x \$25,000 = \$ 4,575,000
Annual Leave Pay Out for # of Targeted
Positions for VERA, Optional Retirement or
Resignation {Hourly rate based on the
average grade and step of the targeted pool
x 240 x # of Targeted Positions}

Total Maximum Direct Costs

Ex. 5 - Deliberative Process

Table B – Estimated Savings for FY 2018 through FY 2019

A. Pre-VERA/VSIP Annual Payroll Cost
B. VERA/ VSIP Payout Cost
C. Leave Payout Cost
D. Post VERA/VSIP Annual Payroll Cost
E. Payroll for # New Hires
F. Payroll Savings for # VERA/VSIP Targeted
Positions (F = A – B – C – D – E)
G. Pre-VERA/VSIP Annual WCF Cost
H. Post VERA/VSIP Annual WCF Cost
I. WCF for # New Hires
J. WCF Savings for # VERA/VSIP Targeted
Positions (J = G – H – I)
Projected Savings with VERA/VSIP (F + J)

Ex. 5 - Deliberative Process

Budget assumptions:

Table A:

Targeted x 25,000: Assumes max (cap) of 183 (because calculation is for maximum costs) accept \$25K each for a total of \$4.575M

Annual Leave Pay Out: The average hourly rate across the entire targeted pool is about \$69 x 183 max (cap) x 240 hours for a total of \$3,030,480

Table B:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/8/2017 9:41:55 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Subject: RE: EPA's VERA/VSIP Request -

Not yet. The OPM SME just informed me this will require additional review. I asked to speak with him tomorrow. I'll follow-up as soon as possible.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Engebretson, Lizabeth
Sent: Tuesday, August 08, 2017 2:30 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Loretta,

Ex. 5 - Deliberative Process

Regards,
Liz

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 11:13 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: EPA's VERA/VSIP Request -

Liz,

FYI

Ex. 5 - Deliberative Process

I also bcced Alfredo and Elaine when I sent the email.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Tuesday, August 08, 2017 11:57 AM

To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: EPA's VERA/VSIP Request -

Gregory, thanks so much.

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

Sent: Tuesday, August 08, 2017 10:44 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/8/2017 6:13:12 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: EPA's VERA/VSIP Request -

Attachments: **Ex. 5 - Deliberative Process**

Liz,

FYI

Ex. 5 - Deliberative Process

I also bcced Alfredo and Elaine when I sent the email.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 11:57 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L.; **Ex. 6 - Personal Privacy** Hickey, Mike J. **Ex. 6 - Personal Privacy**
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Gregory, thanks so much.

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

Sent: Tuesday, August 08, 2017 10:44 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L.

Ex. 6 - Personal Privacy

Hickey, Mike J

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/6/2017 2:21:15 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
Subject: RE: Safe Positions

Pat,

Each SL/ST position has its own set of quals. If ORD were to target such positions as "safe positions" there has to be a reasonable expectation that individuals encumbering other targeted, but not "safe" SL/ST positions would be able to be reassigned into the "safe position" if vacated.

I highly recommend you discuss this with Hitch Peabody in ERD.

If you decide to move forward, you must address the safe positions in your business case and note them on the spreadsheet with asterisks.

Let me know if you have any questions or concerns.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vaughan, Pat
Sent: Tuesday, June 06, 2017 8:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Safe Positions

Debbi,

After some further discussions about our ST/SL positions, it seems ORD would like to see if those can be considered "safe" positions, so that we could in fact replace them with someone else if anyone in the targeted groups accepts the VERA/VSIP. I think we only have a few eligible. If not, then we will plan to remove them from the pool and reissue our numbers.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
919-406-4424 (cell)
<https://intranet.ord.epa.gov/oars/home>

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/17/2017 4:34:01 PM
To: Guerrero, David [guerrero.david@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Question about VERA/VSIP Repayment

Dave, as soon as you're able. It's a hypothetical question but now that V/V is in effect we need to be able to properly advise employees. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Guerrero, David
Sent: Monday, July 17, 2017 12:31 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Question about VERA/VSIP Repayment

Loretta: We'll take a look but I don't expect a quick and easy answer. What is the timeframe? Thanks. Dave

David P. Guerrero

Assistant General Counsel
U.S. Environmental Protection Agency
Office of General Counsel (2377A)
General Law Office
Employment Law Practice Group
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-5458
(202) 564-5432 - Fax

From: Hunt, Loretta
Sent: Monday, July 17, 2017 11:37 AM
To: Guerrero, David <guerrero.david@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Question about VERA/VSIP Repayment

Dave,

Please see my question to OPM from July 5th (below). It is tied to VSIP and what counts as returning to government service in less than five years.

OPM didn't have an immediate answer. I appreciate any assistance you can provide.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Tuesday, July 11, 2017 4:56 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Question about VERA/VSIP Repayment

Loretta,

I presume you mean the person returns as a volunteer, and not as an employee with Peace Corps/Vista?

Either way – this may require a legal read, which could take a while.

Have you run it by EPA attorneys? What was their take take?

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:10 AM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Parker, Gary
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Appointment

From: Wiskerchen, Nicholas [Wiskerchen.Nicholas@epa.gov]
Sent: 7/17/2017 3:50:03 PM
To: Wiskerchen, Nicholas [Wiskerchen.Nicholas@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: VERA/VSIP Impact Discussion
Location: Lynnann Office
Start: 7/17/2017 7:30:00 PM
End: 7/17/2017 8:00:00 PM
Show Time As: Busy

Lynnann,

If you have time, it'd like to meet this afternoon to discuss the recent VERA/VSIP candidate pool announcement, and how it might affect our offices and OROM.

Thanks,

Nick

OPM's Efforts to Support the Governmentwide Effort

OPM is playing a significant role in supporting OMB and agencies and to provide key support to agencies and assist in agencies' efforts to implement the agency reform agenda.

- We have created a dedicated intake process so we can expedite response times when agencies come to OPM requesting technical assistance, or to request to use authorities administered by OPM (like Early Retirement and Buyouts).
- Last week we issued new streamlined and simplified templates agencies can use to request VERA (early retirement) and VSIP (buyouts). The new VERA request form, for example, is one page – limited to no more than 250 words of text, plus a few places to report numbers and dates. We think this will greatly decrease the burden on agencies and allow OPM to respond faster.
- We consolidated all of our Governmentwide guidance and tools and resources related to workforce reshaping issues—hundreds of pages-- and we've assembled them into a new one-stop-shop on our website at opm.gov/reshaping, which we believe makes it much easier to find the information folks may be looking for.
- We have lined up a full calendar of briefings and webinars over the next few months to provide information and training on workforce reshaping topics (such as strategic workforce planning; overview of RIF; basics of how to request VERA/VSIP, etc.) and in our first two sessions alone have had more than 1,000 agency participants.
- The OPM team stands ready to assist your agencies in any way we can, and we look forward to continuing to work with you.

Appointment

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 5/1/2017 3:53:17 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Discussion
Location: Lauren to call Lynnann
Start: 5/1/2017 5:00:00 PM
End: 5/1/2017 5:30:00 PM
Show Time As: Busy

Let's see where we stand with the VERA/VSIP materials. I haven't opened all the attachments yet – but I plan to do so over lunch.

Ex. 5 - Deliberative Process

Appointment

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 7/25/2017 12:25:52 PM
To: Coogan, Daniel [Coogan.Daniel@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: OARM VERA/ VSIP Payroll Exercise
Location: WJCN 3330
Start: 7/27/2017 7:45:00 PM
End: 7/27/2017 8:15:00 PM
Show Time As: Busy

OFCO is running a close-hold agency-wide exercise related to VERA/ VSIPs. We understand that payroll is going to be very tight with the early separation incentive and leave buy-outs so Carol has asked each program and region to identify the \$ that they can return to help the agency cover these costs. At this meeting I'll share my analysis and what I believe OARM can return by appropriation and program project.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/14/2017 5:25:21 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Conversation with Bell, Matthew

Hitchens, Lynnann 11:12 AM:

are you on this vera/vsip call?

Bell, Matthew 11:12 AM:

Yeah.

Hitchens, Lynnann 11:12 AM:

do you need to be? can you tell them you have to meet with me? sorry, I got sidetracked.....

Bell, Matthew 11:13 AM:

Let me disconnect from your screen until we meet again...so I'm not watching you :)

Hitchens, Lynnann 11:13 AM:

ha ha -- that's funny.

Hitchens, Lynnann 11:13 AM:

Marian is in there. can she fill you in?

Bell, Matthew 11:14 AM:

Let me see what direction this is going. It was set up today for the workforce reduction

Hitchens, Lynnann 11:15 AM:

OK -- I'm free until 2 -- the remainder of the afternoon, pretty much.

Hitchens, Lynnann 11:15 AM:

did I disconnect my screen?

Bell, Matthew 11:17 AM:

okay. I disconnected

Bell, Matthew 12:04 PM:

You available now?

Bell, Matthew 12:04 PM:

That call was twice as long as expected and scheduled.

Hitchens, Lynnann 12:25 PM:

Yes -- I'm ready --

Hitchens, Lynnann 1:10 PM:

OK -- I keep getting interrupted. Let me get some water and call you? my door is now shut.

Bell, Matthew 1:12 PM:

okay. I'm ready whenever.

Bell, Matthew 1:13 PM:

I was adding similar categories between the raw responses and EO group votes in case there were particular categories they wanted all comments on. For example, HR suggestions.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/14/2017 4:37:39 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Conversation with Bell, Matthew

Hitchens, Lynnann 11:12 AM:

are you on this vera/vsip call?

Bell, Matthew 11:12 AM:

Yeah.

Hitchens, Lynnann 11:12 AM:

do you need to be? can you tell them you have to meet with me? sorry, I got sidetracked.....

Bell, Matthew 11:13 AM:

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Hitchens, Lynnann 11:13 AM:

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Hitchens, Lynnann 11:13 AM:

Marian is in there. can she fill you in?

Bell, Matthew 11:14 AM:

Let me see what direction this is going. It was set up today for the workforce reduction

Hitchens, Lynnann 11:15 AM:

OK -- I'm free until 2 -- the remainder of the afternoon, pretty much.

Hitchens, Lynnann 11:15 AM:

did I disconnect my screen?

Bell, Matthew 11:17 AM:

okay. I disconnected

Bell, Matthew 12:04 PM:

You available now?

Bell, Matthew 12:04 PM:

That call was twice as long as expected and scheduled.

Hitchens, Lynnann 12:25 PM:

Yes -- I'm ready --

Message

From: Westenberger, Andrea [westenberger.andrea@epa.gov]
Sent: 4/18/2017 3:26:39 PM
To: Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Conversation with Westenberger, Andrea

Westenberger, Andrea 11:23 AM:

Hi - for V/V item, did you confirm that Debbi will be on the call? What time should we have her on?

Hitchens, Lynnann 11:24 AM:

Debbi and Loretta hunt will be here to answer questions. I would do it at the end. Is this ARAs only, or will staff be in attendance. I need to let them know.

Hitchens, Lynnann 11:24 AM:

we will also be there

Hitchens, Lynnann 11:24 AM:

of course

Westenberger, Andrea 11:24 AM:

I believe many have invited other staff/managers

Westenberger, Andrea 11:25 AM:

ok, at the end works

Hitchens, Lynnann 11:25 AM:

OK -- just so we know.

Westenberger, Andrea 11:25 AM:

yes (and that's a lesson learned for me from last week!)

Westenberger, Andrea 11:25 AM:

ok talk soon

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
Cc: Jablonski, Janice[jablonski.janice@epa.gov]
From: Lemley, Lauren
Sent: Fri 6/30/2017 2:11:05 PM
Subject: RE: V/V Budget Tables update information
OARM V-V Budget Info Tables 6.29.2017.docx

Nevermind – it is all spelled out already. I think we are in good shape. If you are OK, I will send it. Let me know. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Lemley, Lauren
Sent: Friday, June 30, 2017 10:03 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: FW: V/V Budget Tables update information

Hi,

See attached and Dan's note below

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

It would be helpful to add a footnote, per the guidance from OCFO. This is the one spot where we don't explain rationale. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Coogan, Daniel
Sent: Friday, June 30, 2017 8:06 AM

To: Jablonski, Janice <jablonski.janice@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: V/V Budget Tables update information

I think we're in good shape on all of these.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: **Ex. 6 - Personal Privacy**

SEE – PHS – OARM Budget – RAPD

From: Remmers, Janet

Sent: Thursday, June 29, 2017 6:42 PM

To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller
<OCFORegionalComptroller@epa.gov>

Subject: FW: V/V Budget Tables update information

Here is the information for updating the V/V budget tables that we talked about on the conf call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws Ex. 6 - Personal Privacy

From: Remmers, Janet
Sent: Thursday, June 29, 2017 6:18 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov)
<Baden.Beth@epa.gov>
Subject: V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws Ex. 6 - Personal Privacy

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 6/30/2017 2:03:23 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]
Subject: FW: V/V Budget Tables update information
Attachments: OARM V-V Budget Info Tables 6.29.2017.docx

Hi,

See attached and Dan's note below **Ex. 5 - Deliberative Process** It would be helpful to add a footnote, per the guidance from OCFO. This is the one spot where we don't explain rationale. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Coogan, Daniel
Sent: Friday, June 30, 2017 8:06 AM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: V/V Budget Tables update information

I think we're in good shape on all of these.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: **Ex. 6 - Personal Privacy**
SEE - PHS - OARM Budget - RAPD

From: Remmers, Janet
Sent: Thursday, June 29, 2017 6:42 PM
To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>
Subject: FW: V/V Budget Tables update information

Here is the information for updating the V/V budget tables that we talked about on the conf call today.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aWS: **Ex. 6 - Personal Privacy**

From: Remmers, Janet
Sent: Thursday, June 29, 2017 6:18 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov) <Baden.Beth@epa.gov>
Subject: V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: Ex. 6 - Personal Privacy

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/31/2017 4:20:02 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Resubmitting OARM's Targeted Position Template
Attachments: OARM Targeted Position Template Submission 5.31.2017 .xlsx

Hi Loretta,

After reviewing our submittal, we realized that there were errors in the “# to Restructure” and “# to Eliminate” columns. The attached fixes those errors. Please let me know if you have any questions. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

To: Vizian, Donna[Vizian.Donna@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov]
Cc: Packard, Elise[Packard.Elise@epa.gov]
From: Minoli, Kevin
Sent: Mon 5/8/2017 2:58:41 PM
Subject: Re: OARM Draft V/V Business Case Ideas

Hi Donna and Lynnann- I wanted to check back in on this in case you need us to make any changes. Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On May 5, 2017, at 1:06 PM, Minoli, Kevin <Minoli.Kevin@epa.gov> wrote:

Donna and Lynnann- Thank you for sending OARM's draft business case. Below is what we have prepared for OGC. Is this sufficient at this stage or does it need to be more developed along the lines of OARM's?

Thanks, Kevin & Elise

Ex. 5 - Deliberative Process

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On May 4, 2017, at 9:57 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

I thought it might helpful to share what we have developed. The bold would be the business case themes. The goal would be find common themes across the agency to write to one business case. If you have any questions, Lynnann Hitchens has been the lead here is OARM.

Best,

Donna

<OARM one page business case 5 4 17.docx>

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 5/31/2017 8:54:04 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Re: Seattle meeting

So I am on until 7:30 pm

On May 31, 2017, at 3:17 PM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

You are on the agenda for a VTC discussion on "Workforce Reshaping and VERA/VSIP"

Tuesday, 6/13 at 1:30 – 4:30 Pacific time.

Here is the agenda, if you want to know how they are spending time.....

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

<20170612-20170615 ARA Mtg in Seattle - Draft Outline v3 - ARA Review.docx>

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 5/31/2017 7:12:29 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: agenda
Attachments: 20170612-20170615 ARA Mtg in Seattle - Draft Outline v3 - ARA Review.docx

Hi Lynnann – yes, Nancy talked with Donna last week and she said she could participate via VTC for one of the sessions focused on Workforce Reshaping/VERA/VSIP. That's on Wednesday, 6/13 at 1pm PT. Would that work for her?

Here is a current draft (don't share widely, please). Kimberly/Raoul are coming in person for the RAF/contracts sessions but we don't have any other specific agenda items needing OARM directors in person (maybe on VTC, but not sure yet).

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Wednesday, May 31, 2017 12:04 PM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: agenda


Andrea – Is there an agenda for the ARA face to face meeting? Were you expecting in person participation from any OARM Directors?

Donna heard that her name might be on the agenda – so I just wanted to check. Thanks!

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/12/2017 1:51:30 AM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Clarification questions on V/V

OK, so do we need to put all  on the Excel sheet and then put 10 in the "Max # of Offers" column?

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Petrole, Maryann
Sent: Thursday, May 11, 2017 5:06 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: Clarification questions on V/V

Yes I have
the others

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Lemley, Lauren
Sent: Thursday, May 11, 2017 4:12 PM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Subject: Clarification questions on V/V

Hi Maryann,
Just one quick clarification – can you please let me know the break out for each grade (12, 13, 14, 15) for the 10 positions you identified in the 0343 series. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/5/2017 3:48:31 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow
Attachments: V-V Discussion Document 5.4.17.docx

Here is an update including OAM's...

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hitchens, Lynnann
Sent: Friday, May 05, 2017 11:34 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: Fwd: Workforce Reshaping One Pager -- any comments due noon tomorrow

Can you incorporate? Haven't looked at it.

Sent from my iPhone

Begin forwarded message:

From: "Patrick, Kimberly" <Patrick.Kimberly@epa.gov>
Date: May 5, 2017 at 11:01:09 AM EDT
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Polk, Denise" <Polk.Denise@epa.gov>, "Neal, Kerry" <neal.kerry@epa.gov>, "Legare, Pamela" <Legare.Pamela@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Lynch, Mary-Kay" <Lynch.Mary-Kay@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>, "Bell, Matthew" <Bell.Matthew@epa.gov>
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow

Lynnann,

Attached please find OAM's edits to the Discussion Document. If you have any questions, please let me know.

Kimberly Y. Patrick, Director
EPA Office of Acquisition Management
1300 Pennsylvania Avenue, NW
Washington, DC 20004
Phone: (202) 564-4310
Fax: (202) 565-2475
Email: Patrick.kimberly@epa.gov

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 11:52 AM

To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>

Subject: Workforce Reshaping One Pager -- any comments due noon tomorrow

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24th.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 7/8/2017 6:22:19 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: FY 2018 WCF Service Planning

Okay, I'll review this week and send you any thoughts.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: 202-355-4943
SEE – PHS – OARM Budget – RAPD

From: Hitchens, Lynnann
Sent: Friday, July 7, 2017 11:15 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Settle, Steve <Settle.Steve@epa.gov>; Wiskerchen, Nicholas <Wiskerchen.Nicholas@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Subject: FW: FY 2018 WCF Service Planning

I wanted to share the analysis done by the WCF Board in order to address budget and workforce reductions.

They are encouraging the use of the workload forecasting module in e-Business in order to reexamine workload planning estimates. We need to make sure the offices are realistic – taking into account the V/V that will be ongoing in July.

There is a section in this document about the Cincinnati VOIP, which looks OK. Let me know if there are any concerns.

There is also a section about the FedTalent migration and Skillport. I'm going to need to communicate the plan going forward to the WCF staff.

The plan is:

OHR will request an extension on the Skillport Contract to run through Summer of 2018.
We will leave Skillport in the fund (and take the \$\$\$) for 2018. The exact cost will need to be provided to the WCF staff.
OARM will pay for the configuration and set up of the new FedTalent System.
We will withdraw from the fund in FY2019, have OCFO redirect the resources to OARM, and pay for FedTalent as a part of the IBC Shared Service funding.

Whether we put the entire IBC bill in the WCF will depend on discussion with Carol Terris.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Lun, Ryan
Sent: Wednesday, July 05, 2017 1:47 PM

To: WCF Board Members <WCF_Board_Members@epa.gov>

Cc: IMO's <IMO's@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; Reilly, Tom <Reilly.Thomas@epa.gov>; Lominack, William <Lominack.William@epa.gov>; Derycke, Kevin <DeRycke.Kevin@epa.gov>; Moore, Scott B. <Moore.ScottB@epa.gov>; Miller, Renee <Miller.Renee@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <Jones-Peeler.Meshell@epa.gov>

Subject: FY 2018 WCF Service Planning

WCF Board Members –

The WCF Branch, in conjunction with OEI, OARM and Region 8, have prepared an FY 2018 service level planning document that outlines the potential for the EPA to take significant budget and workforce cuts. The document is an effort to begin the planning stages of the FY 2018 WCF budget and rate setting process. This communication is intended to provide the WCF Board with an update on the process and discuss the path forward for the remainder of FY 2017.

As discussed at the April WCF Board meeting, two new services will begin operation in FY 2018: business objects and data analytics within the Financial and Administrative Services Activity and PHS Officers within the Background Investigations Activity. All other presentations that required a new funding source for FY 2018 were provided as informational.

The WCF Branch facilitated a discussion with the IMO's and Regional Comptrollers to discuss the attached FY 2018 service level planning document. Listed below is a summary of the discussion from June 20th:

- IMO's expressed that they would like for OEI to come forth with proposals of potential cuts within services to reduce costs for end users.
- The first round of data from the workload certification process revealed that customers were forecasting consumption of Data Processing services at or above what is being provided for FY 2017.
- For OEI to properly formulate an FY 2018 budget, customers need to take another look at workload certifications provided previously and provide revised planning estimates for cuts within their individual program or regional office.
- OEI cannot make the determination for all customers in the areas to reduce as each customer has their own priorities and needs for operating efficiently in FY 2018.
- OEI is transitioning from ITS-EPA II to ITS-EPA III, with the transition scheduled to be completed by July 1st. Under the new contract, OEI will have flexibility to react and support various funding levels and potentially reduce support levels for daily operations.
- The agency as a whole must have conversations as to where operational support can be constrained or even eliminated.
- Cincinnati VoIP and Regional IT Service and Support Activities were also discussed. Cincinnati is currently re-competing a contract for Shared Services (LP) that will provide flexibility to OARM to reduce service support and lower costs to the agency. The Regional IT Service and Support Activity is hoping to have its contract awarded in July and will provide Regions 7, 8, 9 and 10 various task-orders in which each Region can choose which services to order.

Next Steps:

1. The only information available at this time to plan for the FY 2018 budget is the information provided in the President's Budget. Hearings with the House and Senate Appropriations Committees are ongoing and once complete, will provide a better picture of the budget future. It has been determined that it may be premature to move forward with planning to cut specific service levels until the agency receives budget mark-up information given the discussions that have taken place.
2. The workload forecasting module in eBusiness will be reopened to allow customers to reexamine their workload planning estimates provided in April 2017. Once customers review the submissions and make any changes, if necessary, OEI can begin developing the adjusted FY 2018 budget.
 - a. The eBusiness workload forecasting module will be open to account managers and organization coordinators beginning July 10th and will be due by July 19th.
3. OEI will continue to review contract and service level information to determine if there are areas where costs can be cut or service components can be eliminated to reduce costs for customers.

4. The WCF Branch will move forward with the review of Activity budgets and development of overhead allocations for FY 2018. This information will not be finalized until all budget submissions have been prepared and are ready for discussion with the WCF Board.

WCF Board Meetings:

In the planning stages of the draft document, it was proposed that an interim WCF Board meeting would be held on June 28th to discuss the outcomes of the review. Given that there were no decisional points at this time and the agency is awaiting additional details from the House and Senate Appropriations Committees to proceed, this meeting will be held at a later date. The next Board meeting is tentatively scheduled for Thursday, August 3rd. This date may change due to ongoing Congressional budget negotiations and will be scheduled when additional information is available.

If you have any comments or concerns, please contact Kevin DeRycke or myself. Thank you.

Ryan Lum
Financial Specialist, Working Capital Fund
U.S. Environmental Protection Agency
919-541-4145
<http://intranet.epa.gov/ocfo/wcf/>

Message

From: Bell, Matthew [Bell.Matthew@epa.gov]
Sent: 6/22/2017 3:46:47 PM
To: Shaw, Nena [Shaw.Nena@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Sachs, Robert [Sachs.Robert@epa.gov]
Subject: RE: Max Entries So far

I have pretty much the same thing you have except my list dives down another level past the idea to be more specific about what they were talking about (description portion) for the reform proposal.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

From: Shaw, Nena
Sent: Thursday, June 22, 2017 11:15 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Cc: Sachs, Robert <Sachs.Robert@epa.gov>
Subject: Max Entries So far

I just want to make sure that you all have the same list that I have in terms of ideas for submissions to the MAX spreadsheet.....

Top Line Concepts...

Ex. 5 - Deliberative Process

Nena Shaw
Immediate Office
Office of Policy
(O) 202-564-5106

Message

From: Petrole, Maryann [Petrole.Maryann@epa.gov]
Sent: 5/4/2017 7:47:07 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: RE: Question on the V/V

Thanks for the clarification. Maybe it could be printing function

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 3:39 PM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: Question on the V/V

Cincinnati has **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process

I sent it to the lead region and ARAs, and we also discussed this verbally with them last week.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Petrole, Maryann
Sent: Thursday, May 04, 2017 1:09 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Question on the V/V

Did you get input from the regions? The reason I ask is that here in HQ

Ex. 5 - Deliberative Process

- **Restructure positions in lower priority business areas** where needs can be met more economically, by leveraging technology, or utilizing other resources, includes the on-site print shop, printing officers, eliminate support of paper based training approval processes, and elimination of embedded attorney services in favor of OGC expertise. These position will be restructured into positions that support core business functions.

Ex. 5 - Deliberative Process

Maryann Petrole, Deputy Director
Office of Administration
EPA/OARM/OA
WJC-North, 5340-X
202-564-4938 (work)
703-939-5185 (cell)

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/2/2017 6:35:50 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Updated Docs
Attachments: Personnel IT HR Bud edited 5.01.2017.xlsx; V-V Discussion Document 4.26.17.docx

Hi,
Still haven't received anything from OAM. Waiting to hear back from OGD on the chart.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 6/28/2017 3:13:50 PM
To: Petrole, Maryann [Petrole.Maryann@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Support Need

I would suggest connecting with Michael and/or Lynnann. I know Marilyn and Norm used to also fund documents ???

From: Petrole, Maryann
Sent: Wednesday, June 28, 2017 11:11 AM
To: Showman, John <Showman.John@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: [Talent Hub] Jones, Lynnett has shared the following announcement with you

Will bring forward our plan at the bi-weekly. In the meantime, will pull this down. Ex. 5 - Deliberative Process
applicant. I would be interested in strategizing with OROM on a consolidation plan as we are only one deep in both the HR Ex. 5 - Deliberative Process and Budget areas.

Thank you
Maryann

From: Showman, John
Sent: Wednesday, June 28, 2017 11:06 AM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: [Talent Hub] Jones, Lynnett has shared the following announcement with you

Our V/V proposal was based on consolidation Ex. 5 - Deliberative Process The announcement talks about reassignment and not a detail which is the issue. If it was a detail we might be open but even those need clearance. Hiring constraints are remaining in place until we see how FY18 turns out.

From: Petrole, Maryann
Sent: Wednesday, June 28, 2017 11:03 AM
To: Showman, John <Showman.John@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: [Talent Hub] Jones, Lynnett has shared the following announcement with you

Lynnann indicated that there was not a final decision on consolidations and that the business process was not evolved to provide coverage. OA only has one FCO and that person is Taking on COR duties.

I thought this was for a detail. Will pull down. Based on the last Ex. 5 - Deliberative Process advertisements that were within OARM –
Ex. 5 - Deliberative Process When will this be lifted? We can't compete with all the other offices who are

advertising outside of the AAship and there has been no interest from within OARM for any of the OA positions.

Please advise.

Maryann

From: Showman, John
Sent: Wednesday, June 28, 2017 10:06 AM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: FW: [Talent Hub] Jones, Lynnett has shared the following announcement with you

What is this --- you don't have approval to hire anybody outside of OARM --- and the duties look like things we are planning to consolidate .. ???

From: Jones, Lynnett
Sent: Wednesday, June 28, 2017 10:00 AM
To: OAR HQ Employees <OAR_HQ_Employees@epa.gov>; OARM-HQ <OARMHQ@epa.gov>; OCFO-HQ <OCFOHQ@epa.gov>; OCSPP ALL <OCSPP_ALL@epa.gov>; OECA Employees – DC only <OECA_EmployeesDC_only@epa.gov>; OEI-All-DC <OEIAllDC@epa.gov>; OGC HQ Only <OGC_HQ_Only@epa.gov>; OIG-HQ <OIGHQ@epa.gov>; OITA-EVERYONE <OITAEVERYONE@epa.gov>; OLEM HQ EVERYONE <OLEMHQEVERYONE@epa.gov>; OW-ALL-FEDS <OW-ALL-FEDS@epa.gov>
Subject: [Talent Hub] Jones, Lynnett has shared the following announcement with you

Reminder – The deadline for the following lateral reassignment opportunity was extended. To view and apply for this position click the link below.

Opportunity Type: Lateral Reassignment
Title: Program Analyst (Budget Execution)
Link:

Ex. 6 - Personal Privacy

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/1/2017 8:33:34 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Update
Attachments: V-V Discussion Document 4.26.17.docx

I have sent the charts to all of the offices and asked them to get back to me by tomorrow. Cleaned up version of the document is attached – green is final; yellow is waiting office input/review.

Still working on cleaning up the Excel sheet.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Appointment

From: Anderson, Denise [anderson.denise@epa.gov]
Sent: 4/10/2017 1:26:30 PM
To: Bloom, David [Bloom.David@epa.gov]; Osborne, Howard [Osborne.Howard@epa.gov]; Greaves, Holly [greaves.holly@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Dravis, Samantha [dravis.samantha@epa.gov]; Brown, Byron [brown.byron@epa.gov]; Munoz, Charles [munoz.charles@epa.gov]
CC: Cox, Andrew [Cox.Andrew@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: April PMC Prep Meeting
Attachments: Attach 1_OCFO presentation for EMC.PPTX; Attach 2_FY 2018_President's Budget Blueprint - PMA.PDF; Attach 3a_EO on a Comprehensive Plan for Reorganizing the Executive Bran....pdf; Attach 3b_EO.reorganizing.fed.gov.docx; Attach 4_EPA_Burden Reduction Project Response_3-31-2017.pdf; Attach 5_FY 16 EPA WHLDP.PDF
Location: WJC-N 3530
Start: 4/10/2017 8:00:00 PM
End: 4/10/2017 8:30:00 PM
Show Time As: Tentative



Attach 5_FY 16
EPA WHLDP.PDF



Attach
4_EPA_Burden ...



Attach
3b_EO.reorganiz...



Attach 3a_EO on a
Comprehensive ...



Attach 2_FY
2018_President's...



Attach 1_OCFO
presentation for ...

Sct: Tamika Burton, 564-4711

Purpose: To prepare the Acting Dep. Administrator for the April President's Management Council meeting.
Requesting Office: OCFO

Role of the Deputy Administrator: To review the agenda, materials, and subject matter for the meeting.

Background: As a member of the PMC, the Acting Deputy Administrator along with the other government agency members, have typically advised the President and OMB on government reform initiatives and provide performance and management leadership.

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 5/1/2017 5:56:09 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: OARM's V/V proposal?

Ok, do you know when you'll have it? Sounds like tomorrow?

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Monday, May 01, 2017 10:55 AM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: RE: OARM's V/V proposal?

Andrea – We aren't meeting with Donna until tomorrow. I want her to look at the write-up before sharing. We are also still gathering information from our offices.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Westenberger, Andrea
Sent: Monday, May 01, 2017 1:40 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: OARM's V/V proposal?

Hi Lynnann – Following up to see if you have anything in writing for OARM's V/V proposal. I'd like to get something out to the ARA community so we can send any feedback to all of you before the 5/5 deadline.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

(206) 719-9154 (cell)
westenberger.andrea@epa.gov

Message

From: Bell, Matthew [Bell.Matthew@epa.gov]
Sent: 6/28/2017 12:34:15 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: presentation
Attachments: Presentation - Reform Plan 6.28.pptx

I'm free and at my desk.
Just grab me when you're ready.

Also, added Steve's slides.

From: Vizian, Donna
Sent: Wednesday, June 28, 2017 8:19 AM
To: Bell, Matthew <Bell.Matthew@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: presentation

Do you guys want to sit down in a few and go through both?

From: Bell, Matthew
Sent: Wednesday, June 28, 2017 7:29 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: presentation

Can I give some feedback?

A couple things I took away from the meeting are:

- 1.
- 2.
- 3.

Ex. 5 - Deliberative Process

Some format/style inconsistencies are:

- 1.
- 2.

Ex. 5 - Deliberative Process

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

From: Vizian, Donna

Sent: Tuesday, June 27, 2017 6:23 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>

Subject: presentation

Here is the reform part. I have the data sources, We need Steve slide for this section. I know you have the workforce section. Anything else besides the strategic plan missing?

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 8/4/2017 6:59:47 PM
To: Showman, John [Showman.John@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Bonner, Jerome [Bonner.Jerome@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]
Subject: RE: OARM VERA/VSIP Eligibility List
Attachments: Eligibility Listing - OARM_08042017.xlsx

Good afternoon,

Attached is the VERA/VSIP eligibility list for your Program Office. It is based on the targeted position information provided to our office. Per the VERA/VSIP schedule, please have confirmation of your eligibility list returned to me no later than August 8, 2017.

If you have not already done so, please provide me with confirmation that these employees have not received a final removal decision based upon misconduct, or unacceptable performance.

On Wednesday, August 9, 2017, our office will issue offer notices along with related retirement paperwork (as applicable) to eligible employees on the list. We will also notify any employee that was deemed ineligible or is on a "wait list". In our offer letter to selected VERA VSIP applicants, we will instruct them to notify their immediate supervisor as soon as possible if they intend to accept the offer and retire or resign as well as accept the VSIP.

Upon notification to the employees supervisor, we ask that the supervisor or designee submit via FPPS two SF-52's; (1) one for the retirement or resignation and (2) for the incentive payment (VSIP). **As regards the VSIP, it is important that the accounting string for the VSIP be included in the action submitted in FPPS.** We request your assistance in conveying this information to supervisors in your organization.

Our office will also be conducting Adobe Connect sessions to assist employees with the completion of their paperwork as well as separate Adobe Connect sessions to cover all of the necessary retirement counseling information that the employee will need to know (ie: receipt of final pay check and incentive payment; final time keeping codes needed; check out procedures; contact information post retirement; TSP information, etc). Notification of these sessions will be sent via a separate email to employees after they receive their VERA/VSIP offer.

If you have any questions concerning the attached eligibility list or the information above, please feel free to contact me.

Thank you,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

Message

From: Bell, Matthew [Bell.Matthew@epa.gov]
Sent: 6/28/2017 12:00:39 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: workforce
Attachments: Presentation - Reform Plan 6.28.pptx

Attached are the latest slides both of you made. They are also on SharePoint right now.
Let me know if you need the font bigger. If so, might have to trim the wording or make another slide.

Note: I added a section under short-term workforce actions since the guidance said "Provide a summary of how the agency is approaching its long-term workforce plan (in text or bullet points below table)."

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

From: Hitchens, Lynnann
Sent: Tuesday, June 27, 2017 5:20 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Bell, Matthew <Bell.Matthew@epa.gov>
Subject: workforce

Here are the two workforce slides. Matt – in the morning, could you get the text larger?

I split the entries into to slides, however I couldn't get the text larger. Thanks!

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

Message

From: Patrick, Kimberly [Patrick.Kimberly@epa.gov]
Sent: 5/25/2017 4:39:00 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]
Subject: Fwd: Workforce Reshaping One Pager -- any comments due noon tomorrow
Attachments: V-V Discussion Document 5.5.17 with OAM edits.docx; ATT00001.htm

Lauren,

The attached document contains our plans for the targeted positions you had questions about. **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

Kimberly Y. Patrick, Director
EPA Office of Acquisition Management
Office: 202-564-4310
Mobile: 202-816-1928

Begin forwarded message:

From: "Patrick, Kimberly" <Patrick.Kimberly@epa.gov>
Date: May 5, 2017 at 11:01:09 AM EDT
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Polk, Denise" <Polk.Denise@epa.gov>, "Neal, Kerry" <neal.kerry@epa.gov>, "Legare, Pamela" <Legare.Pamela@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Lynch, Mary-Kay" <Lynch.Mary-Kay@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>, "Bell, Matthew" <Bell.Matthew@epa.gov>
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow

Lynnann,

Attached please find OAM's edits to the Discussion Document. If you have any questions, please let me know.

Kimberly Y. Patrick, Director
EPA Office of Acquisition Management
1300 Pennsylvania Avenue, NW
Washington, DC 20004
Phone: (202) 564-4310
Fax: (202) 565-2475
Email: Patrick.kimberly@epa.gov

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 11:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Lynch, Mary-Kay
<Lynch.Mary-Kay@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper,
Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>

Subject: Workforce Reshaping One Pager -- any comments due noon tomorrow

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24th.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 5/3/2017 8:09:52 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: OARM's V/V proposal?

Any update on this? Want to make sure we get to the ARAs.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Monday, May 01, 2017 11:22 AM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: Re: OARM's V/V proposal?

COB tomorrow

Sent from my iPhone

On May 1, 2017, at 1:56 PM, Westenberger, Andrea <Westenberger.Andrea@epa.gov> wrote:

Ok, do you know when you'll have it? Sounds like tomorrow?

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Monday, May 01, 2017 10:55 AM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: RE: OARM's V/V proposal?

Andrea – We aren't meeting with Donna until tomorrow. I want her to look at the write-up before sharing.

We are also still gathering information from our offices.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: Westenberger, Andrea

Sent: Monday, May 01, 2017 1:40 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: OARM's V/V proposal?

Hi Lynnann – Following up to see if you have anything in writing for OARM's V/V proposal. I'd like to get something out to the ARA community so we can send any feedback to all of you before the 5/5 deadline.

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-101

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

westenberger.andrea@epa.gov

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/25/2017 4:31:32 PM
To: Patrick, Kimberly [Patrick.Kimberly@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: VERA/VSIP Follow-Up Questions

Hi Kimberly,

Lynnann and I just went through our proposal and came up with a couple of questions for OAM. See below and let me know your thoughts. Thank you!

-
- **Ex. 5 - Deliberative Process**
-

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/1/2017 4:49:18 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: OARM-RTP Summary

Were RTP and Cinci submitting the Excel sheet as well? Did not receive from RTP.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Helm, Arron
Sent: Thursday, April 27, 2017 3:21 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Subject: OARM-RTP Summary

Per yesterday's discussion here is the summary of what OARM-RTP proposes to include in a VERA/VSIP.

-
- **Ex. 5 - Deliberative Process**

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Polk, Denise
Sent: Mon 7/24/2017 2:31:29 PM
Subject: Re: V/V update

A few surprises...

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

(202) 306-1056 (Cell)

Email: Polk.Denise@epa.gov

On Jul 24, 2017, at 10:00 AM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

OARM Directors and Deputies –

Attached is the most recent list of OARM V/V applicants.

Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

<V-V Application Tracking Sheet.xlsx>

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 4/27/2017 7:20:39 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
Subject: OARM-RTP Summary

Per yesterday's discussion here is the summary of what OARM-RTP proposes to include in a VERA/VSIP.

-
- ## Ex. 5 - Deliberative Process

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252

OARM-RTP

SERVE. SOLVE. COLLABORATE.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 5/3/2017 5:40:09 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Talking Points on the FY2017 Budget and Reform Plan/Workforce Efforts
Attachments: TPs for Actings AAs and RA's 04242017.docx; ATT00001.htm

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Vizian, Donna
Sent: Thursday, April 27, 2017 9:31 AM
To: OARM Directors <OARM_Directors@epa.gov>
Subject: Fwd: Talking Points on the FY2017 Budget and Reform Plan/Workforce Efforts

Hi Everyone. Here are talking points you can use to meet with staff. This document is not meant to be passed along. You may want to meet with you staff briefly today regarding shutdown.

Begin forwarded message:

From: "Flynn, Mike" <Flynn.Mike@epa.gov>
Date: April 24, 2017 at 6:40:08 PM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>, "Greaves, Holly" <greaves.holly@epa.gov>
Subject: Talking Points on the FY2017 Budget and Reform Plan/Workforce Efforts

Hi everyone,
Attached are some TPs to assist you in your communications with your staff on the FY2017 budget and efforts related to reforming the Federal government and reducing the workforce. We will discuss at our 1st Assistant's meeting tomorrow.

Mike

Mike Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
202-564-4711

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 4/26/2017 7:53:08 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Discussion Document
Attachments: V-V Discussion Document 4.26.17.docx

Hi,

I have pulled together all of my notes from the meeting earlier into the attached draft document. I will update and clean this up once the offices send me their information on Friday.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 4/26/2017 3:11:10 PM
To: Showman, John [Showman.John@epa.gov]; Tyson, Linda [Tyson.Linda@epa.gov]
CC: Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Erikson, Linda [Erikson.Linda@epa.gov]; Legas, Barbara [Legas.Barbara@epa.gov]; Baker, David [baker.david@epa.gov]
Subject: RE: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

Yes – thanks John. Kimberly – don't worry about scheduling something separate. We are good to go with today.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-101
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Showman, John
Sent: Wednesday, April 26, 2017 7:52 AM
To: Tyson, Linda <Tyson.Linda@epa.gov>
Cc: Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Erikson, Linda <Erikson.Linda@epa.gov>; Legas, Barbara <Legas.Barbara@epa.gov>; Baker, David <baker.david@epa.gov>
Subject: Re: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

This meeting is scheduled for this afternoon.

Sent from my iPhone

On Apr 26, 2017, at 10:51 AM, Tyson, Linda <Tyson.Linda@epa.gov> wrote:

Good morning Kimberly,

No, we do not have tentative dates, other than to schedule them this week or early next week. If you can take lead, it would be great appreciated!

If it helps, Michelle can be available as follows:

- Thursday between 9-10 PDT or 12-2 PDT
- Monday between 11-1 PDT
- Tuesday between 10:30-12:30 PDT

LT

From: Wheeler, Kimberly
Sent: Wednesday, April 26, 2017 4:53 AM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>; Erikson, Linda <Erikson.Linda@epa.gov>; Tyson, Linda <Tyson.Linda@epa.gov>; Legas, Barbara <Legas.Barbara@epa.gov>; Baker, David <baker.david@epa.gov>
Subject: RE: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

Are there tentative dates or do you need me to take lead to set up the meeting?

From: Westenberger, Andrea
Sent: Tuesday, April 25, 2017 8:09 PM
To: Gantt, Melissa <Gantt.Melissa@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>; Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>; Erikson, Linda <Erikson.Linda@epa.gov>; Tyson, Linda <Tyson.Linda@epa.gov>; Legas, Barbara <Legas.Barbara@epa.gov>; Baker, David <baker.david@epa.gov>
Subject: RE: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

Correction: Dan Opalski should be on the required list.

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-101
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Westenberger, Andrea
Sent: Tuesday, April 25, 2017 4:34 PM
To: Gantt, Melissa <Gantt.Melissa@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>; Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>; Erikson, Linda <Erikson.Linda@epa.gov>; Tyson, Linda <Tyson.Linda@epa.gov>; Legas, Barbara <Legas.Barbara@epa.gov>; Baker, David <baker.david@epa.gov>
Subject: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

Hi all – per my RA's request, we need to schedule a meeting by the end of this week or early next week. See below for details.

Subject: OARM's VERA/VSIP Plans
Required: Donna Vizian, John Showman, Michelle Pirzadeh, Nancy Lindsay, Lynnann Hitchens, Dan Opalski
Optional: Andrea Westenberger, Russell Harmon, Anne Dalrymple
Resources: Please add a conference line

For scheduling questions, here are the Office Managers:

- Linda Erikson & Linda Tyson: Michelle Pirzadeh, Dan Opalski
- Barbara Legas & David Baker: all other R10 invitees
- Kimberly Wheeler & Melissa Gantt: OARM

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

westenberger.andrea@epa.gov

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Lemley, Lauren
Sent: Wed 5/24/2017 7:59:28 PM
Subject: DRAFT Business Case
[OARM VERA VSIP Major Themes.xlsx](#)
[OARM Targeted Position Template.xlsx](#)
[OARM business case 5 24 17 .docx](#)

Hi,

Attached is a very draft business case. I had originally split it up by office, but it was very jumbled so I rearranged it by theme. Now it matches the matrix, which I think makes more sense. It is four pages, but I think I hit everything we needed on the checklist. Here are the questions that I came up with when drafting:

Ex. 5 - Deliberative Process

I've also attached the updated matrix and targeted position template.

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Stevens, Robert
Sent: Wed 4/26/2017 1:23:16 AM
Subject: Fwd: OGWDWs suggestions for the VERA/VSIP

Robert Stevens
Director, OW/OAA/MOS

Sent from my iPhone

Begin forwarded message:

From: "Connors, Sandra" <Connors.Sandra@epa.gov>
Date: April 25, 2017 at 4:10:24 PM EDT
To: "Bissonette, Eric" <Bissonette.Eric@epa.gov>, "Mclain, Jennifer" <Mclain.Jennifer@epa.gov>, "Lape, Jeff" <lape.jeff@epa.gov>, "Stevens, Robert" <Stevens.Robert@epa.gov>, "Torrez, Alfredo" <Torrez.Alfredo@epa.gov>, "Best-Wong, Benita" <Best-Wong.Benita@epa.gov>, "Frace, Sheila" <Frace.Sheila@epa.gov>, "Christensen, Christina" <Christensen.Christina@epa.gov>, "Chancey, Barbara" <Chancey.Barbara@epa.gov>
Subject: RE: OGWDWs suggestions for the VERA/VSIP

Ex. 5 - Deliberative Process

We propose to include the following:

Offer VERA/VSIP to **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sandra

Sandra L. Connors
Deputy Director

Office of Wetlands, Oceans, and Watersheds
US Environmental Protection Agency, MC 4501T
1200 Pennsylvania Avenue, WJCW 7130A
Washington, DC 20460
(202)564-4231

connors.sandra@epa.gov

From: Bissonette, Eric

Sent: Tuesday, April 25, 2017 3:27 PM

To: Mclain, Jennifer <Mclain.Jennifer@epa.gov>; Grevatt, Peter <Grevatt.Peter@epa.gov>; Lape, Jeff <lape.jeff@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Frace, Sheila <Frace.Sheila@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Christensen, Christina <Christensen.Christina@epa.gov>

Subject: OGWDWs suggestions for the VERA/VSIP

Jennifer is on travel this week so I'm forwarding OGWDWs recommendations. I'll also be attending the council meeting so would someone please forward me the invite. Thx, Eric

Eric M. Bissonette

Chief of Staff

Office of Ground Water and Drinking Water

US Environmental Protection Agency

Washington, DC 20460

202 564-2147

Begin forwarded message:

From: "Lape, Jeff" <lape.jeff@epa.gov>

Date: April 25, 2017 at 7:13:15 AM MDT

To: "Stevens, Robert" <Stevens.Robert@epa.gov>, "Torrez, Alfredo" <Torrez.Alfredo@epa.gov>

Cc: "Best-Wong, Benita" <Best-Wong.Benita@epa.gov>, "Mclain, Jennifer" <Mclain.Jennifer@epa.gov>, "Connors, Sandra" <Connors.Sandra@epa.gov>, "Christensen, Christina" <Christensen.Christina@epa.gov>

Subject: OST's suggestions for the VERA/VSIP

Thanks Robert and Alfredo for building OW's one pager with our business case for the upcoming V/V. Below are OST's recommendations. I understand we will talk about this more at Thursday's Management Council meeting. I will be calling in for that.

Thanks all

Jeff

OST Input For V/V Scope and Business Case

April 25, 2017

Context

This info and recommendation is the product of a robust discussion with the OST Management Team (OD, DOD, DDs, DDDs). We achieved a high degree of resonance and consensus on the recommended position and rationale. We recognize there are great uncertainties about the budget, staffing levels and steps after the V/V process, that together, produce substantial questions about the best approach.

Recommended Position of 2017 OW V/V Process

Ex. 5 - Deliberative Process

Justification/business case:

Ex. 5 - Deliberative Process

From: Frace, Sheila

Sent: Monday, April 24, 2017 11:56 AM

To: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>

Cc: Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Lape, Jeff <lape.jeff@epa.gov>; McLain, Jennifer <McLain.Jennifer@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Sawyers, Andrew <Sawyers.Andrew@epa.gov>; Gilbertson, Sue <gilbertson.sue@epa.gov>

Subject: OWM's suggestions for the VERA/VSIP

Ex. 5 - Deliberative Process

Exclude the following series that are either not eligible for VERA/VSIP or in series that we would prefer to NOT include at this time:

Ex. 5 - Deliberative Process

Rationales –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/23/2017 11:52:00 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: review v/v materials

Sounds good – sorry about today -- Brooks had a bad sinus infection, he slept until 10am!

Quick question for the business case, can I assume that all positions that were proposed by the offices can go forward?

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

-----Original Appointment-----

From: Hitchens, Lynnann
Sent: Tuesday, May 23, 2017 5:46 PM
To: Hitchens, Lynnann; Lemley, Lauren
Subject: review v/v materials
When: Thursday, May 25, 2017 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where:

I have to be out of the office on Wednesday, so let's review what you have on Thursday. We need to get a first draft of the business case to Donna and John on Thursday.

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 7/27/2017 3:20:05 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: V/V update

Do you have the final list yet? thanks

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hitchens, Lynnann
Sent: Monday, July 24, 2017 10:00 AM
To: Biro, Susan <Biro.Susan@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: V/V update

OARM Directors and Deputies –
Attached is the most recent list of OARM V/V applicants.

Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 4/26/2017 1:23:10 AM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Gantt, Melissa [Gantt.Melissa@epa.gov]
Subject: Re: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

Yes, I added Dan and Michelle (hoping they are available). If Donna can attend too that would be good.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning
EPA Region 10
1200 Sixth Avenue, OMP 21-101
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

Sent from my iPhone

On Apr 25, 2017, at 6:17 PM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

Andrea –

There is a meeting on John's calendar for 2:30 tomorrow. Do you want to have a preliminary discussion then, or do you want the additional folks to be added to the invite? I'm not sure if Donna is available.

Melissa can check on this in the morning. Let us know.....

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Westenberger, Andrea
Sent: Tuesday, April 25, 2017 7:34 PM
To: Gantt, Melissa <Gantt.Melissa@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>; Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>; Erikson, Linda <Erikson.Linda@epa.gov>; Tyson, Linda <Tyson.Linda@epa.gov>; Legas, Barbara <Legas.Barbara@epa.gov>; Baker, David <baker.david@epa.gov>
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Subject: OARM's VERA/VSIP Plans

Required: Donna Vizian, John Showman, Michelle Pirzadeh, Nancy Lindsay, Lynnnann Hitchens

Optional: Andrea Westenberger, Russell Harmon, Anne Dalrymple

Resources: Please add a conference line

For scheduling questions, here are the Office Managers:

- <!--[if !supportLists]--><!--[endif]-->Linda Erikson & Linda Tyson: Michelle Pirzadeh, Dan Opalski
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Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

westenberger.andrea@epa.gov

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Stevens, Robert
Sent: Wed 4/26/2017 1:23:04 AM
Subject: Fwd: OGWDWs suggestions for the VERA/VSIP
OGWDW Justifications VERA/VSIP.docx
ATT00001.htm

Robert Stevens
Director, OW/OAA/MOS

Sent from my iPhone

Begin forwarded message:

From: "Bissonette, Eric" <Bissonette.Eric@epa.gov>
Date: April 25, 2017 at 3:27:17 PM EDT
To: "McLain, Jennifer" <McLain.Jennifer@epa.gov>, "Grevatt, Peter" <Grevatt.Peter@epa.gov>, "Lape, Jeff" <lape.jeff@epa.gov>, "Stevens, Robert" <Stevens.Robert@epa.gov>, "Torrez, Alfredo" <Torrez.Alfredo@epa.gov>, "Best-Wong, Benita" <Best-Wong.Benita@epa.gov>, "Frace, Sheila" <Frace.Sheila@epa.gov>, "Connors, Sandra" <Connors.Sandra@epa.gov>, "Christensen, Christina" <Christensen.Christina@epa.gov>
Subject: OGWDWs suggestions for the VERA/VSIP

Jennifer is on travel this week so I'm forwarding OGWDWs recommendations. I'll also be attending the council meeting so would someone please forward me the invite. Thx, Eric

Eric M. Bissonette

Chief of Staff

Office of Ground Water and Drinking Water

US Environmental Protection Agency

Washington, DC 20460

202 564-2147

Begin forwarded message:

From: "Lape, Jeff" <lape.jeff@epa.gov>
Date: April 25, 2017 at 7:13:15 AM MDT
To: "Stevens, Robert" <Stevens.Robert@epa.gov>, "Torrez, Alfredo" <Torrez.Alfredo@epa.gov>
Cc: "Best-Wong, Benita" <Best-Wong.Benita@epa.gov>, "Mclain, Jennifer" <Mclain.Jennifer@epa.gov>, "Connors, Sandra" <Connors.Sandra@epa.gov>, "Christensen, Christina" <Christensen.Christina@epa.gov>
Subject: OST's suggestions for the VERA/VSIP

Thanks Robert and Alfredo for building OW's one pager with our business case for the upcoming V/V. Below are OST's recommendations. I understand we will talk about this more at Thursday's Management Council meeting. I will be calling in for that.

Thanks all

Jeff

OST Input For V/V Scope and Business Case

April 25, 2017

Context

This info and recommendation is the product of a robust discussion with the OST Management Team (OD, DOD, DDs, DDDs). We achieved a high degree of resonance and consensus on the recommended position and rationale. We recognize there are great uncertainties about the budget, staffing levels and steps after the V/V process, that together, produce substantial questions about the best approach.

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Ex. 5 - Deliberative Process

Justification/business case:

Ex. 5 - Deliberative Process

From: Frace, Sheila

Sent: Monday, April 24, 2017 11:56 AM

To: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>

Cc: Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Lape, Jeff <lape.jeff@epa.gov>; McLain, Jennifer <McLain.Jennifer@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Sawyers, Andrew <Sawyers.Andrew@epa.gov>; Gilbertson, Sue <gilbertson.sue@epa.gov>

Subject: OWM's suggestions for the VERA/VSIP

Offer VERA/VSIP to grades

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Rationales –

Ex. 5 - Deliberative Process

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/22/2017 8:21:37 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: V/V Template
Attachments: OARM Targeted Position Template.xlsx

Here is a version with names and total offers on the second tab.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 4/25/2017 11:33:45 PM
To: Gantt, Melissa [Gantt.Melissa@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Showman, John [Showman.John@epa.gov]; Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]; Erikson, Linda [Erikson.Linda@epa.gov]; Tyson, Linda [Tyson.Linda@epa.gov]; Legas, Barbara [Legas.Barbara@epa.gov]; Baker, David [baker.david@epa.gov]
Subject: Scheduling Lead Region RA/DRA/ARA/OARM DD & Deputy DD meeting with OARM and Region 10 on OARM's VERA/VSIP

Hi all – per my RA's request, we need to schedule a meeting by the end of this week or early next week. See below for details.

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Required: Donna Vizian, John Showman, Michelle Pirzadeh, Nancy Lindsay, Lynnann Hitchens

Optional: Andrea Westenberger, Russell Harmon, Anne Dalrymple

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- Barbara Legas & David Baker: all other R10 invitees
- Kimberly Wheeler & Melissa Gantt: OARM

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-101

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

westenberger.andrea@epa.gov

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Lemley, Lauren
Sent: Mon 5/22/2017 6:23:08 PM
Subject: Updated docs
[OARM VERA VSIP Major Themes.xlsx](#)
[OARM Targeted Position Template.xlsx](#)

Here are both of the updated files.

Notes to follow-up on from meeting with Donna earlier:

Ex. 5 - Deliberative Process

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

To: Hitchens, Lynnnann[hitchens.lynnann@epa.gov]
From: Lynch, Mary-Kay
Sent: Tue 4/25/2017 1:54:15 PM
Subject: Background information for OD's meeting tomorrow
[VERA-VSIP Overview Presentation April2017.pptx](#)
[VV ExampleThemeJustificationsApril2017.docx](#)
[Guiding Questions WFP revApril2017.docx](#)
[OARM VERA VSIP Application Final OPM.DOCX](#)
[Personnel.IT.HR.Bud. edited 4.24.17.xlsx](#)

Lynnnann, what is the purpose of the Excel Spreadsheet showing OARM staff in the IT, HR, and Budget areas? You have Mary Beth Ward listed for OARM IT but she is one of the Judges and reports to AO. In terms of HR, I have initiation rights to FPPS but am not listed. Is it because I report to AO? Knowing the purpose of the list may help determine its accuracy. Thanks.

Mary Kay 202 564-3162 or 202 731-3667 (cell)

From: Hitchens, Lynnnann
Sent: Monday, April 24, 2017 11:48 AM
To: Franklin, Bruce <Franklin.Bruce@epa.gov>; Biro, Susan <Biro.Susan@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Avila, Aaron <avila.aaron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Showman, John <Showman.John@epa.gov>; Ward, Mary-Beth <Ward.Mary-Beth@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: Background information for OD's meeting tomorrow

The following documents provide background information on the process:

- 1) VERA-VSIP Overview Presentation
- 2) VV Example Themes and Justifications
- 3) Guiding Questions for Workforce Planning

4) Previous OARM VERA VSIP

The Excel Spreadsheet provides a DRAFT of OARM staff in the IT, HR, and Budget areas.

Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: Hitchens, Lynnann

Sent: Thursday, April 20, 2017 1:20 PM

To: Franklin, Bruce <Franklin.Bruce@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Avila, Aaron <avila.aaron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Showman, John <Showman.John@epa.gov>

Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>

Subject: Background information for OD's meeting

Folks – Since I am going to be out of the office the rest of the week, Jan is going to send the background information that we discussed at today's OD's meeting.

- 1) List of HR initiators across OARM. We are assuming that this is the cadre of folks that have some HR transactional work (excluding Cincinnati and RTP).
- 2) List of FCOs across OARM.
- 3) List of IM/IT personnel from the recent analysis done for the OARM Governance activities.
- 4) The 2014 VERA/VSIP package.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 4/24/2017 3:02:56 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: OARM VERA VSIP Application Final OPM.docx
Attachments: OARM VERA VSIP Application Final OPM.docx

Message

From: Stevens, Robert [Stevens.Robert@epa.gov]
Sent: 4/24/2017 12:18:55 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Mgt Council discussion documents - confidential
Attachments: V-V 2017.docx; V-V 2017 timeline.docx

FYI – the first attachment is what Alfredo developed as our potential 1-2 page justification/business case.

Robert Stevens, Director
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
US EPA (4101M), EPA East Room 3311A
Washington, DC 20460
(202) 564-5703
(202) 564-0500 (FAX)
stevens.robert@epa.gov

In an effort to evaluate customer satisfaction, MOS would appreciate your taking a few moments to provide feedback to the [MOS Feedback](#) email box. Your time and effort are greatly appreciated.

Information contained in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

From: Stevens, Robert
Sent: Thursday, April 20, 2017 9:25 AM
To: Benita Best-Wong (best-wong.benita@epa.gov) <best-wong.benita@epa.gov>; Jeff Lape (lape.jeff@epa.gov) <lape.jeff@epa.gov>; Frace, Sheila <Frace.Sheila@epa.gov>; Mclain, Jennifer <Mclain.Jennifer@epa.gov>; Barbara Chancey (chancey.barbara@epa.gov) <chancey.barbara@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>
Cc: Fontaine, Tim <Fontaine.Tim@epa.gov>; Alfredo Torrez <Torrez.Alfredo@epa.gov>
Subject: Mgt Council discussion documents - confidential

We prepared the attached documents for discussion during tomorrow's Management Council meeting.

The first is a draft summary justification for our VERA-VSIP package. This is our first major deliverable to OARM due on May 5. We pulled information from previous V/V Phase 1 and 2 offers and from the Example Theme Justification document included in Donna Vizian's Workforce Reshaping email. We certainly don't have to commit to all of these themes but these are the ones that resonated most to us.

The second document is a proposed timeline based on OMB's and OARM's guidance documents.

We also plan to provide OW retirement and FTE data at the meeting. We'll bring a laptop and display some charts on the screen. The data should help you determine which categories or types of positions we will target for V-V offers.

Robert Stevens, Director
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
US EPA (4101M), EPA East Room 3311A
Washington, DC 20460
(202) 564-5703
(202) 564-0500 (FAX)
stevens.robert@epa.gov

In an effort to evaluate customer satisfaction, MOS would appreciate your taking a few moments to provide feedback to the [MOS Feedback](#) email box. Your time and effort are greatly appreciated.

Information contained in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 6/9/2017 5:25:49 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Updated VERA VSIP theme chart by appropriations
Attachments: 20170609 VERA VSIP For Agency.xlsx

Importance: High

FYI

From: Hart, Debbi
Sent: Friday, June 09, 2017 1:24 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Updated VERA VSIP theme chart by appropriations
Importance: High

FYI.

From: Hart, Debbi
Sent: Friday, June 09, 2017 1:22 PM
To: Terris, Carol <Terris.Carol@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: Updated VERA VSIP theme chart by appropriations
Importance: High

Carol-

Hope you're hanging in there! Please see the attached which should reflect final numbers for all offices. As always, let us know if there are questions. Thank you! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 6/5/2017 6:18:07 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: agenda

Donna is welcome to join us Monday afternoon if that works better. We plan to start around 1pm PT/4pm ET. Let me know if Monday is better than Tuesday. Nancy will also follow-up with Donna about this too, regarding the discussion.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Monday, June 5, 2017 8:23 AM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: FW: agenda

Andrea – Can you give me a call?

This is about the VTC with Donna at your F2F meeting.

Do you think we can limit the session to an hour? I'm not sure how much new information she will have by next week. Also, we were concerned with how late the session goes, which, right now, would be 7:30 our time.

Give me a call, and let's discuss options.

Thanks –

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Hitchens, Lynnann
Sent: Wednesday, May 31, 2017 3:13 PM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: RE: agenda

No that works – I'll check Donna's calendar.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Westenberger, Andrea
Sent: Wednesday, May 31, 2017 3:12 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: agenda

Hi Lynnann – yes, Nancy talked with Donna last week and she said she could participate via VTC for one of the sessions focused on Workforce Reshaping/VERA/VSIP. That's on Wednesday, 6/13 at 1pm PT. Would that work for her?

Here is a current draft (don't share widely, please). Kimberly/Raoul are coming in person for the RAF/contracts sessions but we don't have any other specific agenda items needing OARM directors in person (maybe on VTC, but not sure yet).

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Wednesday, May 31, 2017 12:04 PM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: agenda

Andrea – Is there an agenda for the ARA face to face meeting? Were you expecting in person participation from any OARM Directors?
Donna heard that her name might be on the agenda – so I just wanted to check. Thanks!

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/19/2017 10:44:01 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: V/V Materials: Matrix and Targeted Position Template
Attachments: OARM Targeted Position Template.xlsx

OK, it is fixed. I didn't carry the formula all the way over.

OK, I can send something to Kim, I sent to her so she could put in the meeting invitation per your email to her yesterday. I wasn't even thinking about the name part.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hitchens, Lynnann
Sent: Friday, May 19, 2017 6:23 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: V/V Materials: Matrix and Targeted Position Template

You will need to fix the first sheet of the matrix spreadsheet, because when you sum the column, it counted the hidden rows also. The grand total was correct, the EPM and Multiple Approp totals were incorrect. In the one I sent Debbi, I manually added up the totals at the bottom of the matrix.

Also – You need to say something to Kim about the attachments, either she needs to delete them from her email or keep the info to herself. I'm not sure that I trust her having all of the names.

Have a good weekend,

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Lemley, Lauren
Sent: Friday, May 19, 2017 4:56 PM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Wheeler, Kimberly <Wheeler.Kimberly@epa.gov>
Subject: V/V Materials: Matrix and Targeted Position Template

Hi,
I sent this to Lynnann earlier this afternoon for review. I know she is out of the office and I wasn't sure if it was forwarded on. I wanted to make sure you all had the documents. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Lemley, Lauren
Sent: Friday, May 19, 2017 12:52 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Matrix and Targeted Position Template

Hi,

Please see the two documents attached – the completed matrix and the targeted position template. A couple of things:

For the Matrix – I have put two tabs – one rolls up to OARM level and one shows each office breakdown. Also, I followed the directions in the email and put the across appropriations entries in that column and then included a comment to show the breakdown.

Target Position Template – Again two tabs – one with numbers and one with names/office/division. The template is complete with all office clarifications. I am missing a few names from OAM – those are highlighted in yellow (second tab)

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/19/2017 2:27:27 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3
Attachments: EPA Targeted Positions.xlsx

From: Hunt, Loretta
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 7/12/2017 3:07:55 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: Notice to All Employees - Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

So all employees won't see the focus areas, targeted positions or number of offers?

If we don't share the tables broadly, it virtually eliminates all checks and balances.

Did Lauren double check the names against the tables in the other email? This makes it more important that our email list is correct. Because employees won't have the opportunity to discover any errors we may have made. Managers are going to have no clue if folks received the email..

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Jablonski, Janice
Sent: Wednesday, July 12, 2017 10:33 AM
To: Showman, John <Showman.John@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Notice to All Employees - Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

John: this is the general notice for all employees. It should be sent to OARM-All. Text follows.

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Ex. 5 - Deliberative Process

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 7/17/2017 11:00:27 AM
To: Showman, John [Showman.John@epa.gov]
Subject: Fwd: V/V Application Tracking as of 7/14/2017
Attachments: V-V Application Tracking Sheet.xlsx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Lemley, Lauren" <Lemley.Lauren@epa.gov>
Date: July 14, 2017 at 4:06:37 PM EDT
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Hardy, Michael" <Hardy.Michael@epa.gov>
Cc: "Jablonski, Janice" <jablonski.janice@epa.gov>
Subject: V/V Application Tracking as of 7/14/2017

The latest. Thanks.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 7/10/2017 8:22:33 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: FW: POC's for VERA/VSIP
Attachments: CUSTOMER POC'S.docx

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Bonner, Jerome
Sent: Monday, July 10, 2017 4:15 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: POC's for VERA/VSIP

FYI

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Burt, Cynthia
Sent: Friday, June 30, 2017 12:19 PM
To: Lankford, Tracy <Lankford.Tracy@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>
Cc: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>
Subject: POC's for VERA/VSIP

Hi, you will find attached the list of point of contacts for each Region/AA-ship who would like to be notified whenever an application is submitted. If you have any questions, don't hesitate to contact me.

Cynthia Burt
Senior Human Resource Retirement/Benefits Specialist
919-541-0309 - Phone
919-541-2186 - Fax

US EPA/HRMD
109 T.W. Alexander Drive
MC: C639-02
RTP, NC 27711

UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703

If you have Health Benefits, Life Insurance, TSP or new employee processing inquiries:

Please send an email to ESB-SSC-RTP@epa.gov or contact me directly.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 5/8/2017 4:09:50 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: call tomorrow
Attachments: VERA/VSIP meeting w/ OARM, ARAs, and HROs

The Lead Region is pushing to have a call with us TOMORROW for the HROs and ARAs. Andrea may have talked to Loretta. Below is the first cut at questions (in the invite). Can you guys make it? Do I need to add Linda and Wes to this invite?

1. Flexibility to offer only VERA or only VSIP, or none?
2. Leveling across regions – will this be done by OARM/OPM or will the specifics of the V/V packages developed by the regions be held in place as they will be submitted? Example: one region offers V/V to a specific organization/series/grade/position but another region offers V/V more broadly to a series across the region.
3. Related to #3: unlocking the spreadsheet and adding additional information (but not changing what OARM originally provided). Propose including:
 - Layers of regional organizations: Top Tier (office/division), Second Tier (Branch/Section), Third Tier (Unit)
 - Adding additional rows for various degrees of broad versus targeted/narrow offers.
 - Sub-totals
 - Where to include Safe Positions?
4. Safe positions – seeking more clarification regarding what level of information is needed in the V/V packages. Is there more guidance from OPM?

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

To: Cooper, Marian[Cooper.Marian@epa.gov]
From: Hitchens, Lynnann
Sent: Mon 5/8/2017 1:14:29 PM
Subject: FW: Workforce Reshaping One Pager -- any comments due noon tomorrow

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Showman, John
Sent: Monday, May 08, 2017 9:11 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow

My concern is if we include

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hitchens, Lynnann
Sent: Monday, May 08, 2017 9:09 AM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

From: Showman, John

Sent: Monday, May 08, 2017 8:56 AM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: Re: Workforce Reshaping One Pager -- any comments due noon tomorrow

Ex. 5 - Deliberative Process

Sent from my iPhone

On May 8, 2017, at 8:55 AM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

From: Showman, John
Sent: Monday, May 08, 2017 8:01 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Workforce Reshaping One Pager -- any comments due noon tomorrow

Lynnann:

In the 1st attachment what is that position in the IO? Series doesn't look right to me and the grade???

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 11:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: Workforce Reshaping One Pager -- any comments due noon tomorrow

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24th.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 5/5/2017 1:01:39 AM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Fwd: Workforce Reshaping One Pager -- any comments due noon tomorrow
Attachments: OGD.V-V Discussion Document 5.4.17.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Polk, Denise" <Polk.Denise@epa.gov>
Date: May 4, 2017 at 7:43:37 PM EDT
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Cc: "Neal, Kerry" <neal.kerry@epa.gov>
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow

Greetings, Lynnann,

As we discussed, please see OGD's initial changes to the OGD section of the V-V Discussion Document. Kerry and I will refine after we have some additional discussions. **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

After additional discussion, it's not in OGD's best interest to make any changes to that office at this time. Thanks and please let me know if you have any questions. Thanks!

Denise A. Polk, Director
Office of Grants and Debarment (OGD)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 11:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: Workforce Reshaping One Pager -- any comments due noon tomorrow

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have

comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24th.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

Message

From: Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 6/22/2017 3:05:40 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]
Subject: description of VERA/VSIP

The EPA submitted a VERA/VSIP package for approval on June 23, 2017. The EPA seeks to reduce, restructure, and reshape programs around the following themes: delayering to increase our staff to supervisor ratio; consolidate and reduce administrative or support functions; restructure or reduce highly graded supervisory and non-supervisory positions; restructure to focus on core business functions; restructure to focus on STEM/programmatic priorities; and consolidate and streamline functions, activities, and/or reduce the number of our current programs. VERA and VSIP will be offered to all regional offices and program offices except the Office of Inspector General.

The targeted positions are approximately [REDACTED] of the total workforce and maximum number of offers is approximately [REDACTED] of the total workforce. The [REDACTED] occupational series included are Environmental Protection Specialist, Physical Scientist, Management and Program Analyst, Environmental Engineer and Miscellaneous Administrative and Program Analyst. The targeted positions are [REDACTED]

Ex. 5 - Deliberative Process

Lynnnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: [REDACTED]

Ex. 6 - Personal Privacy

Message

From: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]
Sent: 8/7/2017 10:49:03 PM
To: Martinson, Alice [Martinson.Alice@epa.gov]
CC: Burt, Cynthia [Burt.Cynthia@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Conklin, Jeanne [Conklin.Jeanne@epa.gov]; Jones-Peeler, Meshell [Jones-Peeler.Meshell@epa.gov]; Butler, Lorraine [Butler.Lorraine@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Wright, John [wright.john@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Please confirm VERA VSIP Applicant Status by COB Monday
Attachments: OCFO VERA VSIP Applicants.xlsx

Hi, Alice:

We have reviewed this list and confirm it accurately reflects the positions targeted in OCFO's current VERA/VSIP plan, and the employees are eligible to take a VERA VSIP (i.e., they have not been issued a removal action or have a disability action pending). However, please be aware that OCFO requested the Office of Human Resources to make a minor adjustment to OCFO's allocation of VERA/VSIP offers which would affect the eligibility status of one individual on the list. I understand that OHR has submitted an agency-level request to OPM and OMB seeking approval for not only this minor adjustment, but others requested by a few other HQ and/or Regional Offices. This morning, Loretta Hunt in OHR's Policy, Planning & Training Division indicated that Donna Vizian may be reaching out to OPM and OMB to obtain their decisions on these adjustments since EPA's VERA/VSIP process now is in the home stretch. The minor adjustment OCFO has requested is to move one secretarial offer to the management analyst offers. If this is approved, the person who is wait-listed would become eligible.

Also, please be aware that OCFO plans to submit waivers to Donna Vizian for two individuals (Janice Kern and Lynwood Leach) to be able to remain until September 30, 2017, to perform activities needed for transition to the new fiscal year.

Thank you for the opportunity to review this list. I will let you know as soon as I hear anything about the OPM and OMB decision, unless OHR notifies you first.



Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax
Mail Code 2710A

From: Martinson, Alice
Sent: Friday, August 04, 2017 3:34 PM
To: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Cc: Burt, Cynthia <Burt.Cynthia@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Subject: Please confirm VERA VSIP Applicant Status by COB Monday

Attached is a list of your VERA VSIP applicants with eligibility status as confirmed by the RTP-SSC.

We have included employees who have been determined as Eligible and Ineligible based on your VERA VSIP Plan. We have also listed those who are currently on the Wait List due to the max offers listed in the V/V plan for their targeted position.

Please review this list and confirm that it accurately reflects the positions targeted in your VERA VSIP plan and 2) that the employees are eligible to take a VERA VSIP (i.e., they have not been issued a removal action or have a disability action pending).

Please respond no later than COB Monday, August 7th, so we can proceed with the notification to our applicants.

Thank you,

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/21/2017 2:38:11 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: Possible correction to the R5 V/V package

Jason--Please confirm.

-----Original Message-----

From: Hunt, Loretta
Sent: Wednesday, June 21, 2017 9:59 AM
To: Breneman, Sara <breneman.sara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Sanders, Amy <Sanders.Amy@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Possible correction to the R5 V/V package

Sara,

As long as the spreadsheet is accurate, we only need to retain the updated R5 business case for our agency files.

In order to reduce redundant information, we heavily edited each office's business case to remove position details that were also provided in the targeted position spreadsheet.

OPM's version of the business case did not include lines #1-64.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Breneman, Sara
Sent: Tuesday, June 20, 2017 9:43 PM
To: Breneman, Sara <breneman.sara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Sanders, Amy <Sanders.Amy@epa.gov>
Subject: RE: Possible correction to the R5 V/V package

Debbi and Loretta,

If it is possible to correct Region 5's package, here is a complete corrected submittal of the business case write-up. Please let me know if there is anything else I can do.

Thanks,
Sara

-----Original Message-----

From: Breneman, Sara [mailto:breneman.sara@epa.gov]
Sent: Tuesday, June 20, 2017 5:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Sanders, Amy <Sanders.Amy@epa.gov>
Subject: Possible correction to the R5 V/V package

Debbi and Loretta,

Ex. 5 - Deliberative Process

Again, I am so sorry to be creating a last minute problem. Please let me know if you think there is a chance it could be corrected.

Thanks,
Sara
312-886-0243

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Vizian, Donna
Sent: Thur 8/3/2017 2:57:05 PM
Subject: RE: EPA's VERA/VSIP Request -

Loretta, did you hear back from OPM on the R6/OCFO office requests?

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 9:55 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:57 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Subject: FW: EPA's VERA/VSIP Request -

Importance: High

Just to keep everyone in the loop,

Ex. 5 - Deliberative Process

I'll let you know the outcome.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:38 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy; Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L Ex. 6 - Personal Privacy Hickey, Mike J.

Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

Ex. 5 - Deliberative Process

Thanks.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J.

Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A
<Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/17/2017 4:25:33 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Question about VERA/VSIP Repayment

FYI—still looking for the answer so we can get back to Dennis Cunningham and update the V/V FAQs.

From: Hunt, Loretta
Sent: Monday, July 17, 2017 11:37 AM
To: Guerrero, David <guerrero.david@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Question about VERA/VSIP Repayment

Dave,

Please see my question to OPM from July 5th (below). It is tied to VSIP and what counts as returning to government service in less than five years.

OPM didn't have an immediate answer. I appreciate any assistance you can provide.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Tuesday, July 11, 2017 4:56 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Question about VERA/VSIP Repayment

Loretta,

I presume you mean the person returns as a volunteer, and not as an employee with Peace Corps/Vista?

Either way – this may require a legal read, which could take a while.

Have you run it by EPA attorneys? What was their take take?

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:10 AM

To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Parker, Gary
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/27/2017 9:48:02 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Updated V/V Schedule

Thank you! Can you take a stab at adding a shortened version of the action into the updated schedule? D

From: Engebretson, Lizabeth
Sent: Tuesday, June 27, 2017 4:21 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: Updated V/V Schedule

Debbi,

Thank you – the overall schedule looks workable.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

My two cents, which is hopefully of constructive help. Thanks for consideration of comment. If this is not the best place to note this requirement/activity of the Program/Regions, perhaps we can dialogue on the call this week (all together) on where/when we should provide the separation/SF-52 and VSIP FPPS action requirement information.

Regards,
Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 9:04 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Updated V/V Schedule

FYI—this got stuck in my Outbox last Friday... Sorry for the delay. D

From: Hart, Debbi
Sent: Friday, June 23, 2017 6:03 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>

Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Remmers, Janet[Remmers.Janet@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 7/7/2017 9:05:53 PM
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

OK—

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Friday, July 07, 2017 5:02 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Yes, OMB number for FY 2017 Costs is correct.

Ex. 5 - Deliberative Process

Sorry.

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 4:56 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--updated information and responses
Importance: High

Janet—Can you take a look?

From: Grossman, Andrea L. EOP/OMB [mailto:Andrea_L_Grossman@omb.eop.gov]
Sent: Friday, July 07, 2017 4:53 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Debbi,

Ex. 5 - Deliberative Process

I'm working to talk my management through the changes you worked to incorporate and will keep you posted.

Andrea Grossman

Program Examiner, OMB Environment Branch

202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 3:47 PM

To: Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Importance: High

Andrea-

Please see the updated business case/targeted positions template and our responses to your

outstanding questions, all attached. We are standing by for questions. Thanks again. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB [mailto:Andrea_L_Grossman@omb.eop.gov]
Sent: Friday, July 07, 2017 12:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman

Program Examiner, OMB Environment Branch

202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 8:57 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:54 AM

To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J'

<Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA

202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 3:12:40 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OIG V/V

No- they do theirs independently.

From: Taylor, Jeremy
Sent: Friday, June 30, 2017 10:42 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: OIG V/V

Are they on the package that Loretta sent?

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 10:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: OIG V/V

Jeremy and Ryan,

As an FYI – I have word (without details) of the OIG also putting together V/V package. I have heard the OIG will share the plan with Elaine and myself soon; so wanted to outreach as the intake system will also need to be workable for OIG. When I know more, will share asap.

Regards,
Liz

Message

From: Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]
Sent: 6/14/2017 9:59:13 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Questions on VERA/VSIP and eligibility

Thanks Loretta

From: Hunt, Loretta
Sent: Wednesday, June 14, 2017 5:53 PM
To: Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: Questions on VERA/VSIP and eligibility

Eileen,

1. Yes. An employee *leaving* phased retirement to separate and enter full retirement may be eligible for a VSIP. An employee may not *enter* phased retirement and take a VSIP at the same time. An employee who takes VERA is not eligible for phased retirement.
2. Consult your servicing SSC retirements/benefits specialist.
3. The VSIP guide states that an employee is not eligible if he or she has a disability such that the individual *is or would be* eligible for disability retirement. A person can't apply for disability retirement and then VERA too.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Burrows, Eileen
Sent: Wednesday, June 14, 2017 5:10 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Questions on VERA/VSIP and eligibility

Hi Loretta,

We have a few questions in Region 3 regarding eligibility for VERA/VSIP that we would like clarification. We have done some research, but are not clear on the answers:

- 1) Are phased-retirees eligible for VSIP or are they considered reemployed annuitants?
- 2) Can both CSRS and FERS employees add their annual leave to become eligible for VERA (if they would not be eligible without adding annual leave)? The CSRS/FERS Handbook mentions that CSRS cannot, but no mention about FERS. The OPM VERA guidance is unclear.
- 3) If an employee has already applied for disability retirement, but it has not been approved by OPM, would he/she be eligible for VERA and/or VSIP, assuming he/she would be eligible otherwise?

Thanks,

Eileen Burrows
Deputy Human Resources Officer

EPA Region 3, Human Resources Management Branch, OP&M (3PM40)

Phone: (215) 814-5327

burrows.elleen@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 8/4/2017 1:13:37 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Revised Targeted Positions Template
Attachments: OW Targeted Positions Template Attachment 3 Final v4 08-03-17.xlsx

Marvin- please take a look and let's talk. Thanks.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Torrez, Alfredo
Sent: Thursday, August 03, 2017 6:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Jimenez, Elaine <Jimenez.Elaime@epa.gov>
Subject: Revised Targeted Positions Template

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Please let me know if you have any questions.

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: **Ex. 6 - Personal Privacy**
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 7/10/2017 8:06:57 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OPM has approved EPA's VERA/VSIP Request

Release the Hounds!

From: Hunt, Loretta
Sent: Monday, July 10, 2017 3:10 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: OPM has approved EPA's VERA/VSIP Request
Importance: High

See attached.

What are the next steps?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 4:39:05 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
CC: Terris, Carol [Terris.Carol@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Attachments: EPA Signed Request for VERA VSIP July2017.pdf; EPA Prog and Reg Business Cases Final 7-6-17.docx; Copy of Targeted positions office submissions 7-6-17.xlsx

Importance: High

Janet—as discussed. Let me know how your conversation goes when you get a minute. THANKS AGAIN!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 9:11 AM
To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Arron Helm <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.)

Ex. 5 - Deliberative Process

Deliberative Process

Let me

know if there are questions. Thank you! Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. <James.Mulligan@opm.gov>; Grossman, Andrea L. <Andrea.Grossman@opm.gov>

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/29/2017 1:12:19 PM
To: Terris, Carol [Terris.Carol@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: V/V

Importance: High

Carol-- can we pull off having the cost estimate discussion today? Given holiday...

-----Original Message-----

From: Shanahan, Katherine
Sent: Thursday, June 29, 2017 8:23 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V

Hi Loretta

I am having a call with HROs today at 2:30. Since R10 is lead region for OARM and their HRO left, I have been helping them fill the role of Lead Region HRO.

Is there anything you would like me to share with the HROs or would you like the opportunity to speak with them. I know many folks are starting vacations this week so timing is tough. In my own office, I have the comptroller and ARA starting vacation and the person in my office who works with me on these packages is also going on leave after today. So if there is anything we can do to be responsive to the V/V issues, I am happy to facilitate that today

Kathie
Sent from my iPhone

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 2:23:10 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: OCSPP VV Table - redone
Attachments: OCSPP_v-v_Table.docx

FYI. How's it going?

From: Graf, Kate
Sent: Friday, June 30, 2017 9:11 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Berkley, Bruce <Berkley.Bruce@epa.gov>; Scott, Gregory <Scott.Gregory@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: OCSPP VV Table - redone

Janet,
Here is the OCSPP VV table redone. Is there anyone else we need to send this to?
Thanks,
Kate

Message

From: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Sent: 8/8/2017 5:31:35 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA/VSIP Allocation Flexibility

Loretta

I realize you may be busy resuscitating the SSC's at the moment, but how fast would this decision need to be made? 24 hours – 48 hours?? I am sure I will be asked

Thanks

Kathie

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 1:06 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.

Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
- Add additional positions to the eligibility pool.

- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 7/6/2017 1:07:03 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Draft Employee V/V Communication

Looks like you've already sent this forward right?

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 4:22 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Draft Employee V/V Communication
Importance: High

Detha/Marvin,

Please review and provide comments ASAP. I need to forward the documents to the SSCs. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/15/2017 4:37:00 PM
Subject: FW: VERA/VSIP Question on Pools

Loretta—what is your take on the impact of this?

From: Vaughan, Pat
Sent: Thursday, June 15, 2017 12:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP Question on Pools

Debbi,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Once again....sorry to add to the workload you guys already have.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hart, Debbi
Sent: Thursday, June 15, 2017 10:42 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: VERA/VSIP Question on Pools

LOL- you heard wrong. We plan to send out tomorrow. Still working on it! We all have to hang tough! ☺

From: Vaughan, Pat
Sent: Thursday, June 15, 2017 10:40 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP Question on Pools

Thanks! This has been a huge stress for me trying to get this right with the VERY odd way ORD decided to manage the VERA/VSIP this time (every LCO having a different focus within the theme areas). My data person (who is amazing) is new and she is in Cincinnati, so that puts added stress on communication as these charts are being prepared.

We will get back today and finalize things. So sorry to cause all of you further angst trying to get this out of the agency (which, by the way, I heard had already happened).

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hart, Debbi
Sent: Thursday, June 15, 2017 10:33 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: VERA/VSIP Question on Pools

Pat- Let us know how things stand as soon as you're able. And FYI—my word to the team was to copy all team members as potential changes to data/business cases arise. Everything has to be synced up. Please don't feel any way about this—no harm done from our perspective.

From: Hunt, Loretta
Sent: Thursday, June 15, 2017 9:18 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: Re: VERA/VSIP Question on Pools

Pat,

I apologize but things are getting tight on this end and the team has to be prepared to act quickly.

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

On Jun 14, 2017, at 8:29 PM, Vaughan, Pat <Vaughan.Pat@epa.gov> wrote:

I will get back to you. We may be ok. Wish this hadn't been copied to everyone yet. I was asking for advice first.

Sent from my iPhone

On Jun 14, 2017, at 6:13 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Pat,

We're trying to submit draft documentation to OPM and OMB ASAP.

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vaughan, Pat

Sent: Wednesday, June 14, 2017 5:13 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: VERA/VSIP Question on Pools

Debbie/Loretta,

Ex. 5 - Deliberative Process

Does any of this make sense?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Schwartz, Barbara [Schwartz.Barbara@epa.gov]
Sent: 8/8/2017 5:28:31 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Bailey, Rhonda [Bailey.Rhonda@epa.gov]
Subject: RE: VERA/VSIP Allocation Flexibility

Loretta – can we add a geographic area if the grade and series match?

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 1:06 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

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Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
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- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 4:31:10 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Question about VERA/VSIP Repayment

Did Gregory ever answer this? Was this a question from Dennis Cunningham? (Dennis connected with me this morning and asked if we received an answer but this was the only Peace Corps question I recall...)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA